

Community Infrastructure Investment Partnership (CIIP)

Application form

Instructions for completing this form

Refer to the Applicant Guidelines and Applicant checklist and guidance for documentation that must be provided and examples of the documentation that could be provided in support of your response.

When completing this form, please bear in mind:

- your responses should be concise and thorough;
- [text highlighted blue](#) provides guidance and context to facilitate a consistent response;
- mandatory fields are shown as distinct boxes, and some extra guidance is included as a pop-up;
- avoid repetitiveness i.e. ensure each response to a question adds value to the overall Application;
- some questions seek supporting documentation, which must be provided if applicable and available;
- cells should not be left blank i.e. context is required even if a response to a question is not applicable, or your response can be provided as an attachment or via a website link;
- attachments and supporting documentation must be clearly labelled and referenced in your responses; and
- in accordance with the Applicant Guidelines, any part of this Application which you consider contains any intellectual property rights should be clearly identified as such.

1. Organisation and project details

1.1. Applicant details

The not-for-profit organisation registered as the Applicant must either own the infrastructure Asset detailed under the Project Site or be in partnership with local government who is the Asset owner

Applicant name	
ABN/ ACN	
ACNC registration	
Address	
Website URL	
Financial capacity and standing	Attach details...

Principal Contact – nominate a person that can be contacted regarding this Application:

Title	
Given name	
Surname	
Position	
Email	
Phone	
Mobile	

<p>Organisational details Briefly describe your organisation and its eligibility for CIIP funding</p>	
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1.2. Joint application (if applicable)

The Applicant must be the lead organisation responsible for contract management and delivery of the project

Is this Application being made in partnership with another organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the following details:	
Partner name	
Organisation type	
Partner address	
Letter of support (include details of a nominated authorised officer)	Attach details... Further details to questions 2.1.9, 2.1.10 and 2.1.11 have been provided

1.3. Project details

Project title	
Project summary	
What will the funding be used for? (select all that apply)	Infrastructure expansion e.g. constructing additional rooms, space
	Infrastructure upgrade e.g. redesigning rooms and/ or space
	Infrastructure rebuild e.g. enhancing the Project Site, including replacing existing infrastructure
	Ready-to-construct documentation e.g. detailed design and costings, tender specification etc
	Project management and/ or procurement activities
Project description Describe why the project is needed, the Benefits and how your project addresses the CIIP objectives	

<p>Scope of construction work</p> <p>Describe the scope of work to be undertaken and how you arrived at the solution being proposed</p>	
<p>Value for money</p> <p>Describe how the project delivers value for money, taking into account the project scope, cost and Benefits</p>	

1.4. Project Site

Name of the Asset (facility/service/suite)	
Street address	
Lot on Plan	
Town/ suburb	
Postcode	
Does the Applicant have ownership or control over the Project Site at the time of Application? (select one)	Yes, we own the existing infrastructure Asset and we have the authority to develop the Project Site
	No, however a local government owns the infrastructure Asset and has approved the development of the Project Site
	No, however we intend to acquire ownership, control or approval to develop the Project Site
	<i>If none of the above options apply, in line with the Applicant Guidelines your project is ineligible for CIIP</i>

Supporting evidence of Project Site ownership and approval has been provided	Attach details... <i>Organisation, address and other Asset ownership details, such as length of time (in months) the organisation has owned the Asset and land in question</i>
Are any third parties impacted by the project and may present a risk?	

1.5. Project readiness

What stage is the proposed project at the time of Application? (select one that best applies)	Delivery stage – project is ready to commence construction <i>if upon execution of the Project Funding Agreement a construction-related contractor can reasonably begin work</i>
	Contractual stage – project is ready to commence construction following the engagement of a contractor <i>if a contract is generally the next step i.e. documentation has been finalised, approvals, licenses, partnerships arrangements are in place</i>
	Tendering stage – project is finalising documentation/ acquiring advice to go to market to engage a contractor for construction purposes <i>if an investment decision has been made, budget and funding sources have been identified and partnership arrangements are in place</i>
	Investment decision stage – project is pending a decision to invest <i>if the project need is clear, a solution has been identified but an investment decision or partnership arrangement is pending confirmation of funding or other investment approvals</i>
	Planning stage – project is preparing documentation to inform an investment decision, partnership agreement and/or other critical milestone <i>if this option applies, the project might be ineligible for funding (refer to the Applicant Guidelines section 3)</i>

1.6. Proposed project timeframes

Estimated project start date		Estimated project end date	
Estimated construction start date		Estimated construction completion date	
Timeframe of Benefits being realised			

1.7. Proposed project budget

Funding status options:

- **Requested** – funding request has been made but not approved
- **Provisionally recommended** – funding request has been made and the Applicant has conditional approval
- **Approved** – funding source has been verified and allocated.

Funding source		Funding status (select an option as per above)	Amount (exclusive GST)
CIIP grant program i.e. Project Funding sought ¹		Requested	
Applicant's financial contribution ²			
Third party contribution ²			
Estimated Total Project Cost <i>(Includes both Eligible Project costs and Ineligible costs)</i>			

Note: Refer to question 2.2.5, which seeks a detailed breakdown of these costs

¹ The Project Funding sought must be Eligible Project costs consistent with the Applicant Guidelines section 4.1.

² A financial contribution (*represented as a percentage eg. 0.5 for 50%*) to the total project costs must be provided consistent with the Applicant Guidelines section 3.2 (d), and other ways to contribute are to be included in your response to question 2.1.12

2. Response to criteria

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 the Eligible Project to commence construction and that it can be completed by 30 June 2023 (supporting jobs).

Information sought	Your response
Organisation eligibility	
2.1.1 What services/ support does your organisation and/ or partners currently provide within the facility and for how long?	
Service need and benefits	
2.1.2 What are some indicators of vulnerability in your community resulting from the Impacts of COVID-19?	

Information sought	Your response
2.1.3 Detail the unmet demand for your current and proposed services?	
2.1.4 Who are your target cohorts (impacted by COVID-19) and what are their needs?	
2.1.5 How will your project enable additional support for the community and your target cohort?	
2.1.6 How will your services enable your community to become stronger and more resilient?	
2.1.7 Describe the Benefits you intend to realise upon project completion and how they will be measured and reported?	

Information sought	Your response
Partnerships	
2.1.8 Are there partner arrangements in place to deliver/ fund the project and/or services?	<p>Yes</p> <p>No</p> <p><i>A partner arrangement means any other organisation engaged to support the delivery and/ or funding of the project and/ or ongoing services. This organisation does not need to be a joint-applicant</i></p>
2.1.9 Provide supporting documentation of any partnership arrangements, including but not limited to: <ul style="list-style-type: none"> – agreements/ letters of intent – how the partner organisation will work with the Applicant and any other partner organisations in the group to successfully complete the project/ provision services – the roles/ responsibilities of the partner organisation and the resources they will contribute (if any) 	
2.1.10 Describe how your project supports a place-based approach	
2.1.11 Will new partnerships be created and supported as a result of the project? If so, please specify.	
2.1.12 In what ways is your organisation and/ or partners contributing to the project?	

Information sought	Your response
Local jobs supported	
2.1.13 Detail how your organisation supports employment readiness.	
2.1.14 How many existing service delivery roles are expected to be enhanced, adapted or expanded?	
2.1.15 How many new roles in service delivery/ operational/ administrative/ volunteering/ other will be supported once the project is completed?	
Project readiness	
2.1.16 Describe your project implementation approach, your capability and how you intend to achieve the proposed project timeframes.	
2.1.17 If the project has been identified as 'ready to commence construction', what final steps need to be undertaken before construction can begin?	

Information sought	Your response
2.1.18 If the project is not quite ready to commence construction, list the work that needs to be undertaken?	
2.1.19 What are the risks to your project?	

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:

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

Information sought	Your response
Project eligibility	
2.2.1 Describe the planning undertaken to date that supports the need for the project. Provide supporting documentation.	

Information sought	Your response
2.2.2 What are the limitations of the existing infrastructure and why might it be considered not fit-for-purpose?	
2.2.3 Describe the proposed design of the infrastructure solution and how it addresses the service need. Provide supporting documentation.	
2.2.4 Were other infrastructure options considered? If so, why were they discounted?	
Project financials	
2.2.5 Attach a detailed cost breakdown of the project, indicating which costs the funding is proposed to cover, and where applicable, construction, contingency, internal, service costs and any other ineligible activity costs. <i>Figures must be exclusive GST</i>	
2.2.6 How have these project costs been calculated and/ or determined?	

Information sought	Your response
<p>2.2.7 If CIIP is unable to fund the full construction costs of the project, what options are available to you and how might you secure additional funding?</p>	
<p>2.2.8 Has financial support for any additional/enhanced ongoing services been secured? If not, how do you intend to secure the funding?</p>	

Acceptance

The Applicant's authorised delegate must sign this page and submit it with the completed Application form.

Authorised delegate,

Applicant,

By submitting an Application, the 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 the Applicant Guidelines, including these terms and conditions.

Glossary

The following terms are mentioned in this Application form and are in addition to the terms included in the Applicant Guidelines.

Term	Explanation
Applicant's financial contribution	Means in respect to the Eligible Project, the cash portion (exclusive GST) of the project cost that the Applicant has agreed to contribute.
Estimated construction commencement date	A forward projected date estimating how soon construction can begin, which means when physical changes to the Project Site begin
Estimated construction completion date	A forward projected date estimating when the Applicant anticipates the construction can be completed by, which includes the full scope of works outlined in the Application
Estimated project end date	A forward projected date estimating the completion of the Eligible Project, which should be no later than 30 June 2023
Estimated project start date	A forward projected date estimating how soon the Eligible Project can start, assuming a Project Funding Agreement can be executed within 4-weeks of being notified of being successful for CIIP grant funding
Estimated Total Project Cost	Means the estimated cost to deliver the Eligible Project (exclusive GST), calculated by aggregating: <ul style="list-style-type: none"> the Project Funding sought (Eligible Project costs only) the Applicant's contribution, including, for the avoidance of doubt, the costs of the ineligible project costs, plus contingency if applicable, any Third party contributions
Name of the Asset (facility/service/suite)	Identifies the Asset, such as a building name or reference to the services or a floor, suite or other details that distinguish the Asset at the address
Project Funding sought	Means in respect to the Eligible Project, the amount (exclusive GST) the Applicant is seeking from the State to be provided under the Program
Third party contribution	Means in respect to the Eligible Project, the contribution of funds (exclusive GST) that the Applicant is intending to seek or has sourced from other parties. Includes details of funding sought or received from other government entity, State or Commonwealth that relates to the Eligible Project.
Timeframe of Benefits being realised	A range of dates when the potential Benefits arising from the investment (in the project) are to be realised. Benefits in this instance are those identified in the Application that can be measured and reported post construction