

Guide to using evidence to support Applications

- Applications should use evidence to support responses to both Assessment Criteria and other questions in the Application, e.g. timeframes, costings and land ownership, etc.
- Evidence supplied should:
 - be commensurate with the Project size and funding amount being sought
 - substantiate the statements in the Application
 - be rigorous, credible and able to stand up to critical analysis
 - be recently created or compiled.
- Applicants must reference the documentary evidence used to support statements in their response and identify the document name or attachment number and the relevant section and page number(s).
- **Failure to properly reference supporting evidence may result in supporting evidence not being considered during assessment.**

Documentary evidence

- Documentary evidence may include:
 - studies and reports such as feasibility studies, option analyses, needs analysis, modelling, e.g. showing the costs and benefits of providing (or not providing) the Project
 - data or statistics showing community need, social inequality or demonstrating community disadvantage – e.g. population data sourced from the Queensland Government Statistician's Office website
 - evidence of community concern or need such as petitions, letters, survey outcomes, copies of media reports
 - results from community forums or focus groups
 - police or incident reports regarding community safety
 - maps showing the location of a Project site and identifying relevant features
 - photographs showing the condition of any existing infrastructure
 - minutes or resolutions relating to the need or opportunity and/or to the specific Project.

When using documentary evidence

- Reports used as evidence should be provided in full, or at least the relevant sections along with the cover and copyright pages. If documents are available online, hyperlinks can be provided instead.
- Where older information is used, Applicants must explain why it is still relevant and identify any additional work that has been done to provide more up-to-date information.
- Applications should use the quantitative and/or qualitative evidence to enhance responses to questions. For example, an Applicant could write:
 - *The 2020 ABC consultant's report (Attachment 4: Sections 4 and 6) identified the proposed project as the most cost-effective option to address the issue for the following reasons...*
- If a technical report is being used as evidence, Applicants should provide an explanation in layman's terms and how it relates to the Application.
- Using consultants' reports and local and/or state government plans and strategies as evidence is encouraged.

