

# Community Infrastructure Investment Partnership (CIIP)

## Applicant checklist and guidance

The information contained in this document relates to the CIIP grant program managed by the Queensland Department of State Development, Infrastructure, Local Government and Planning. It should be read in conjunction with the Applicant Guidelines, Application form and Frequently Asked Questions.

This document aims to help Applicants check whether their Application has addressed all the requirements of the CIIP, and that appropriate supporting evidence has been provided.

### CIIP requirements

Area to address	Details	Applicant Guidelines	Application form section	Evidence that must be provided	Check
Organisation eligibility	<ul style="list-style-type: none"> <li>▪ Applicant is registered with Australian Charities and Not-for-profits Commission (ACNC)</li> <li>▪ Applicant has been providing social support services in Queensland</li> <li>▪ Applicant has been trading for a minimum 12 months in Queensland</li> <li>▪ Applicant has the financial capacity and standing necessary to conduct the Eligible Project</li> <li>▪ Applicant or local government owns the infrastructure Asset</li> <li>▪ Where local government owns the Asset, Applicant has written approval from authorised delegate to develop the Asset</li> </ul>	Section 2.1	1.1 Applicant details 1.4 Project site Response to question 2.1.1	Details of the Applicant organisation's core business Financial statement/ financial auditor letter no older than 1 January 2021 Details of Asset ownership Written approval from authorised delegate of local government (where relevant)	<input type="checkbox"/>
Service need and benefits	Understanding of the Impacts of COVID-19 on: <ul style="list-style-type: none"> <li>▪ services (unmet demand)</li> <li>▪ communities (specific needs)</li> </ul>	Sections 1.1, 6.2	1.3 Project details Response to question 2.1.2, 2.1.3, 2.1.4	Community and/ or stakeholder expressions of need	<input type="checkbox"/>

Area to address	Details	Applicant Guidelines	Application form section	Evidence that must be provided	Check
	<ul style="list-style-type: none"> <li>▪ Project supports the CIIP objectives</li> <li>▪ Project enables additional/ enhanced support and services for the community</li> <li>▪ Project delivers value for money</li> <li>▪ Project Benefits are clear</li> </ul>	Sections 1.1, 6.2	1.3 Project details Response to question 2.1.5, 2.1.6, 2.1.7	Examples of stakeholder, community and industry support for the project	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Benefits to be measured and reported</li> </ul>	Sections 6.2, 7.2	Response to question 2.1.7		<input type="checkbox"/>
Partnerships	<ul style="list-style-type: none"> <li>▪ Partnership approach to the provision of services</li> <li>▪ Partner arrangements to support a place-based approach</li> </ul>	Section 6.2	Response to question 2.1.8, 2.1.9, 2.1.10, 2.1.11, 2.1.12	Partnership agreement/ letter of intent and other supporting documentation	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Third party financial support for the provision of ongoing services (if applicable)</li> </ul>		Response to question 2.1.8, 2.1.9, 2.2.8		<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Joint application (if applicable, can only be another not-for-profit or a local government)</li> </ul>		1.2 Joint application Response to question 2.1.8, 2.1.9	Partner organisation letter of support, including nominated authorised delegate details	<input type="checkbox"/>
Local jobs supported	<ul style="list-style-type: none"> <li>▪ Support for employment readiness programs</li> <li>▪ Impact on existing service delivery jobs</li> <li>▪ Potential to deliver new service delivery jobs</li> </ul>	Section 6.2	Response to question 2.1.13, 2.1.14, 2.1.15		<input type="checkbox"/>
Project readiness	<ul style="list-style-type: none"> <li>▪ Stage of proposed project is sufficiently advanced</li> <li>▪ Project implementation approach</li> <li>▪ Risk has been assessed</li> </ul>	Sections 3.2, 3.4, 3.5	1.5 Project readiness 1.6 Proposed project timeframes Response to question 2.1.16, 2.1.17, 2.1.18, 2.1.19, 2.2.1	Documentation supporting project <u>stage</u> , such as project plan, planning studies etc Statement of capability	<input type="checkbox"/>

Area to address	Details	Applicant Guidelines	Application form section	Evidence that must be provided	Check
Project eligibility	<ul style="list-style-type: none"> <li>Project need is clear, including the limitations of existing infrastructure</li> <li>Scope of construction work to be undertaken</li> <li>Community and/ or stakeholder support for the project</li> </ul>	Sections 3.2, 3.3, 3.4	1.3 Project details Response to question 2.2.1, 2.2.2, 2.2.3, 2.2.4	Documentation supporting project <u>need</u> , such as business case, feasibility studies etc Documentation supporting proposed <u>design</u> , such as architectural drawings or schematics etc	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Project site is located in Queensland</li> <li>Approval to develop the Project Site</li> </ul>	Section 3.2	1.4 Project site Response to question 2.1.1	Details of Asset ownership Asset owner support of the proposed design (if owner is not the Applicant)	<input type="checkbox"/>
Project financials	<ul style="list-style-type: none"> <li>Threshold for project funding allocations i.e. \$200,000 to \$2 million</li> <li>Project Funding sought includes only Eligible Project costs</li> <li>Project costs are reasonable, feasible and is value for money</li> </ul>	Sections 3.1, 3.2	1.7 Proposed project budget Response to question 2.2.3, 2.2.4, 2.2.5,	Documentation substantiating the Project Funding sought	<input type="checkbox"/>
	Details that must be provided: <ul style="list-style-type: none"> <li>all eligible and ineligible project costs</li> <li>how the costs where determined</li> <li>project contingency limited to 5% or else substantiated</li> </ul>	Sections 4.1, 4.2	Response to question 2.2.5, 2.2.6	Detailed cost breakdown of the Estimated Total Project Cost supported by credible sources	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Financial contribution to the Eligible Project</li> <li>Support for in-kind contribution</li> </ul>	Sections 3.2, 3.4	1.7 Proposed project budget Response to question 2.1.12, 2.2.7, 2.2.8	Applicant's commitment to cover project costs in excess of the Project Funding sought	<input type="checkbox"/>

## Examples of supporting information

The information below provides examples of the type of information that can be used to supplement your response, in addition to the above requirements. All documentation provided as attachments must be clearly referenced in your response, and filenames consistent with the reference.

Question	Examples of information that could be provided	Check
2.1.1 What services/ support does your organisation and/ or partners currently provide within the facility and for how long?	<ul style="list-style-type: none"> <li>▪ Website showing core business</li> <li>▪ Case studies demonstrating the purpose of the current facility</li> <li>▪ List of current service contracts and partner service organisations</li> <li>▪ Information on how your facility is used and how many people attend site each week</li> <li>▪ How long you have been occupying this facility</li> </ul>	<input type="checkbox"/>
<b>Service need and benefits</b>		
2.1.2 What are some indicators of vulnerability in your community resulting from the Impacts of COVID-19?	<ul style="list-style-type: none"> <li>▪ Increased homelessness, truancy, unemployment</li> <li>▪ Social isolation</li> <li>▪ Food insecurity</li> </ul>	<input type="checkbox"/>
2.1.3 Detail the unmet demand for your current and proposed services?	<ul style="list-style-type: none"> <li>▪ Waiting list for specific services</li> <li>▪ Requests for new or expanded services</li> </ul>	<input type="checkbox"/>
2.1.4 Who are your target cohorts (Impacted by COVID-19) and what are their needs?	<ul style="list-style-type: none"> <li>▪ Families and children – parenting support</li> <li>▪ Young people – employment readiness support</li> <li>▪ Migrants and refugees – English language, legal advice</li> </ul>	<input type="checkbox"/>
2.1.5 How will your project enable additional support for the community and your target cohort?	<ul style="list-style-type: none"> <li>▪ The services the project is expected to enable through improved infrastructure e.g. rooms designed to enable specific services</li> <li>▪ Evidence of stakeholder, community, industry and/or funding support for the project</li> </ul>	<input type="checkbox"/>
2.1.6 How will your services enable your community to become stronger and more resilient?	<ul style="list-style-type: none"> <li>▪ Documentation supporting the sustainability of ongoing service provision</li> <li>▪ Employment readiness programs will help prepare young people for job interviews</li> <li>▪ Out of hours childcare will enable parents more flexibility regarding work hours</li> <li>▪ Mental health services improve wellbeing and ability to manage unexpected issues</li> </ul>	<input type="checkbox"/>

Question	Examples of information that could be provided	Check
2.1.7 Describe the Benefits you intend to realise upon project completion and how they will be measured and reported?	<ul style="list-style-type: none"> <li>▪ Data collection plan including baseline and impact data</li> <li>▪ Benefits plan/ benefits assessment</li> </ul>	<input type="checkbox"/>
<b>Partnerships</b>		
2.1.8 Are there partner arrangements in place to deliver/ fund the project and/or services?	<ul style="list-style-type: none"> <li>▪ Yes or no response</li> </ul>	<input type="checkbox"/>
2.1.9 Provide supporting documentation of any partnership arrangements, including but not limited to: <ul style="list-style-type: none"> <li>– agreements/ letters of intent</li> <li>– how the partner organisation will work with the Applicant and any other partner organisations in the group to successfully complete the project/ provision services</li> <li>– the roles/ responsibilities of the partner organisation and the resources they will contribute (if any)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Partnership agreement/s</li> <li>▪ Letter of intent, including details of the nominated authorised delegate</li> <li>▪ Terms of engagement/ reference detailing governance approach, purpose, objectives, and other key details</li> <li>▪ If the partner is providing funds, include any funding sought or received, and whether the organisation is a government entity, Local, State or Commonwealth</li> </ul>	<input type="checkbox"/>
2.1.10 Describe how your project supports a place-based approach	<ul style="list-style-type: none"> <li>▪ Co-location, multi-purpose facilities and shared use space</li> </ul>	<input type="checkbox"/>
2.1.11 Will new partnerships be created and supported as a result of the project? If so, please specify.	<ul style="list-style-type: none"> <li>▪ Proposals from other service organisations</li> <li>▪ Collaborative planning to address community wide issues</li> <li>▪ Letters of intent</li> </ul>	<input type="checkbox"/>
2.1.12 In what ways is your organisation and/ or partners contributing to the project?	<ul style="list-style-type: none"> <li>▪ Other than a financial contribution, if the Applicant and/ or partners are contributing to the project in other ways, specify how e.g. staff resourcing</li> </ul>	<input type="checkbox"/>
<b>Local jobs supported</b>		
2.1.13 Detail how your organisation supports employment readiness.	<ul style="list-style-type: none"> <li>▪ The services that afford job seekers with skills and knowledge to successfully seek employment</li> <li>▪ Working with local businesses and employers to develop employment links/ pathways</li> </ul>	<input type="checkbox"/>
2.1.14 How many existing service delivery roles are expected to be enhanced, adapted or expanded?	<ul style="list-style-type: none"> <li>▪ The number of jobs anticipated to have a positive impact post construction</li> </ul>	<input type="checkbox"/>

Question	Examples of information that could be provided	Check
2.1.15 How many new roles in service delivery/ operational/ administrative/ volunteering/ other will be supported once the project is completed?	<ul style="list-style-type: none"> <li>▪ The increase in jobs from pre to post construction</li> </ul>	<input type="checkbox"/>
<b>Project readiness</b>		
2.1.16 Describe your project implementation approach, your capability and how you intend to achieve the proposed project timeframes.	<ul style="list-style-type: none"> <li>▪ Statement of capability</li> <li>▪ Project or resources to be deployed</li> <li>▪ Contractor proposal</li> </ul>	<input type="checkbox"/>
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?	<ul style="list-style-type: none"> <li>▪ Detailed delivery/ works schedule</li> <li>▪ Detailed project plan</li> <li>▪ Evidence of permits, approvals or licenses required to develop the site</li> </ul>	<input type="checkbox"/>
2.1.18 If the project is not quite ready to commence construction, list the work that needs to be undertaken?	<ul style="list-style-type: none"> <li>▪ Project schedule</li> </ul>	<input type="checkbox"/>
2.1.19 What are the risks to your project?	<ul style="list-style-type: none"> <li>▪ Risk profile</li> </ul>	<input type="checkbox"/>
<b>Project eligibility</b>		
2.2.1 Describe the planning undertaken to date that supports the need for the project. Provide supporting documentation.	<ul style="list-style-type: none"> <li>▪ Service need assessment/ feasibility or planning studies</li> <li>▪ Business case</li> <li>▪ Community engagement feedback</li> </ul>	<input type="checkbox"/>
2.2.2 What are the limitations of the existing infrastructure and why might it be considered not fit-for-purpose?	<ul style="list-style-type: none"> <li>▪ As referenced above</li> <li>▪ Community engagement feedback</li> </ul>	<input type="checkbox"/>
2.2.3 Describe the proposed design of the infrastructure solution and how it addresses the service need. Provide supporting documentation.	<ul style="list-style-type: none"> <li>▪ Engineering design / architectural drawings/ schematics</li> <li>▪ Images of the project site</li> </ul>	<input type="checkbox"/>
2.2.4 Were other infrastructure options considered? If so, why were they discounted?	<ul style="list-style-type: none"> <li>▪ Feasibility report, options assessment, preliminary evaluation</li> </ul>	<input type="checkbox"/>

Question	Examples of information that could be provided	Check
<b>Project financials</b>		
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.	Figures must be exclusive GST <ul style="list-style-type: none"> <li>▪ Line items must clearly indicate as material, goods and services to be delivered</li> <li>▪ Contingency should not exceed five per cent (5%), otherwise please provide a reason</li> <li>▪ The type of information that could support the cost breakdown include:                             <ul style="list-style-type: none"> <li>– spreadsheet with all costs detailed</li> <li>– contractor quote/ proposal</li> <li>– quantity surveyor (QS) documentation</li> <li>– business case/ detailed design etc</li> </ul> </li> </ul>	<input type="checkbox"/>
2.2.6 How have these project costs been calculated and/ or determined?	<ul style="list-style-type: none"> <li>▪ Convey how you arrived at the costs, such as:                             <ul style="list-style-type: none"> <li>– detailed cost estimate</li> <li>– benchmark rates</li> <li>– tender/ quotation</li> <li>– similar projects</li> </ul> </li> </ul>	<input type="checkbox"/>
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?	<ul style="list-style-type: none"> <li>▪ Contingency options e.g. through partnerships, variation in scope and cost</li> <li>▪ Financial statements, annual report etc</li> <li>▪ Partner arrangements</li> </ul>	<input type="checkbox"/>
2.2.8 Has financial support for any additional/ enhanced ongoing services been secured? If not, how do you intend to secure the funding?	<ul style="list-style-type: none"> <li>▪ The Applicant’s ability to provision ongoing services, including its partner/s</li> <li>▪ Financial statements, annual report etc</li> </ul>	<input type="checkbox"/>