



**RACING
QUEENSLAND**

Asset Management Funding Application Guideline

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DEFINITIONS

Conflict of Interest	<p>Involves a conflict between serving the interests of any contractors or suppliers and the club or its management committee. The conflict may arise from a range of factors including:</p> <ul style="list-style-type: none">- personal relationships;- employment;- membership of special interest groups;- or ownership of shares, companies or property.
Ineligible Application	<p>Means an application that was not eligible for funding, generally because:</p> <ul style="list-style-type: none">- the application included items which were Ineligible Items;- the application was incomplete; or- subsequent information requested by RQ has not been submitted by the due date.
Ineligible Items	<p>Includes:</p> <ul style="list-style-type: none">- repayment of debt and loans;- sponsorship;- prize money; or- purchase of equipment/services that benefit an individual.
Variation	<p>Means a request to vary (or change) the approved items that were included within the approved funding application.</p>

1. INTRODUCTION

This Guideline aims to provide clubs with information in relation to accessing asset related funding, including club property acquisitions based on the Club Asset Funding Principles Guideline.

2. SCOPE

This Guideline applies to Tier 1, Tier 2 & Tier 3 clubs licensed by Racing Queensland (RQ) who wish to make application to RQ for asset related funding.

For detailed information on the Funding Objectives, Investment Decision Making Principles, Capital Investment Prioritisation Process, and other key considerations such as Funding Method Considerations, please refer to the Club Asset Funding Principles Guideline.

Successful projects identified through this application process will be funded in FY27 or identified for potential investment in future years.

2.1. FUNDING AMOUNTS

Clubs may apply for any amount of funding within an asset funding application, noting the application may be for a project fully or part/co-funded.

Note, RQ reserves the right to not fund or reduce funding contribution, or reprioritise projects, based on available budget.

Clubs are responsible for providing a cost estimate and where appropriate one or more quotations for budget pricing.

If the cost of items requested or purchased is more than the approved project funding amount, it is the club's responsibility to fund any shortfall.

2.2. HOW OFTEN CAN A CLUB APPLY?

Clubs may apply for multiple projects but must submit a separate application for each project.

Clubs should define separate projects as bodies of work provided or supplied by distinctly different suppliers or principal contractors. For example, an upgrade of the running rail would be considered a separate project from a track resurface and therefore separate applications should be submitted for each project.

For administrative ease, clubs may clone an application to create other applications or to reapply for an unsuccessful project from previous rounds. Refer to **Annexure A: Asset Management Application Guide** for details on cloning.

3. APPLICATION

3.1. HOW DOES A CLUB APPLY FOR FUNDING?

Clubs must apply for funding using the Race Cube portal and complete the online application form.

The Race Cube portal is located at: racecube.com.au

Further information on how to apply is detailed in **Annexure A**.

3.2. ELIGIBLE APPLICATIONS

All applications must:

- Be submitted using the Race Cube portal before the relevant funding round closes;
- Be submitted by an eligible club;
- Not include Ineligible Items; and
- Align with the Club Asset Funding Principles Guideline, including demonstrating benefits against the Value Criteria.

3.3. INELIGIBLE APPLICATIONS

An application will be ineligible if:

- It is incomplete;
- It included items that are Ineligible Items; or
- Subsequent information requested by RQ has not been submitted by the due date.

3.4. PROJECTS INVOLVING TRACK WORKS

RQ recommends applications involving track works, irrigation works and/or drainage works to be properly scoped and requires the scope and budget to be reviewed by the RQ Tracks Team prior to an application being made.

Please contact Tameeka Watson at twatson@racingqueensland.com.au or Martin Synan at msynan@racingqueensland.com.au to have your track-related projects reviewed.

3.5. APPLICATION PROCESS



For assistance in relation to the application process please contact assetfunding@racingqueensland.com.au.

4. ASSESSMENT OUTCOMES

RQ will advise clubs of the outcome of each application via Race Cube approximately 10 weeks after the closing date of the round. Projects will be assigned a status of 'Successful', or 'Unsuccessful'.

4.1. APPEALS

Clubs may appeal the outcome of a funding application via assetfunding@racingqueensland.com.au.

Appeals will only be considered should it be evidenced the proper moderation process has not been followed or decisions were based on incorrect information.

4.2. VARIATIONS TO APPLICATIONS

RQ reserves the right to vary a club's application, scope or approved project to conform with functional, budgetary, or racing requirements.

Clubs may request a variation to the scope of an approved project by contacting RQ. RQ will assess the request for variation and advise the club of the outcome in writing.

Requests for variations to approved projects that materially change the project, its primary benefit or the nature of the works, will not be considered.

Where a club or RQ determines an approved project is no longer required or is not suitable, monies committed under the approval are forfeited by the club and will be returned to RQ.

Where there is excess budget due to project variations or cost savings, the excess monies are forfeited by the club and will be returned to RQ.

Approved projects may be conditional on the club obtaining various approvals, funding arrangements, or entrance into other commercial agreements. These conditions will be clearly stipulated by RQ to the club. If any stipulated conditions are not met, monies committed under the approval are forfeited by the club and will be returned to RQ.

4.3. RQ SUBMITTED APPLICATIONS

RQ reserves the right to submit an application on a club's behalf if it is believed the project warrants consideration. Applications submitted by RQ on a club's behalf are subject to the same criteria and assessment process applied to all other applications.

Clubs will receive an email notification (to the Race Cube user email) should RQ submit an application on the club's behalf.

5. PROJECT DELIVERY

The final scope and delivery of the project will be determined by RQ, in consultation with the club.

Approved projects delivered by RQ are subject to the Queensland Government procurement policies.

A club may apply to undertake the delivery of a project itself. RQ will assess each application including all supporting information to justify club delivery.

For Clubs to be considered to manage a project the following criteria may apply:

- All construction works to be conducted by appropriately licensed contractors.
- For projects/equipment valued at **\$0 - \$10,000 (ex GST)**, clubs should expect to provide at least **1 written quote**.
- For projects/equipment valued at **\$10,001 - \$100,000 (ex GST)**, clubs should expect to provide at least **2 written quotes**.
- For projects/equipment valued at above **\$100,000 (ex GST)**, clubs should expect to provide up to **3 written quotes**.

RQ acknowledges that project quotes may not be available at the time of application. However, the appropriate quotes will be required before funding is awarded should the club wish to deliver the project. Failure to provide a requested quote may result in the application being ineligible.

All quotes must clearly set out the scope of works to be supplied and the associated price.

The final determination on whether a project is suitable for club delivery will be made by RQ in its absolute discretion.

6. CONFLICT OF INTEREST

Clubs wishing to nominate for delivery of projects must ensure that for all quotes provided, the proposed contractors and/or suppliers are independent and there is no conflict of interest (actual or perceived) with the club or its management committee. For example, the quotes cannot be from a company run by a family member of a committee member or where a committee member has an interest in the company proposed to undertake the delivery.

Clubs must declare any potential conflicts of interest in the application form for RQ's consideration. RQ may request additional information from the club about the potential conflict of interest.

In extraordinary instances where a conflicted contractor/supplier may be considered, RQ may demand extra quotes or procurement assessments to determine the appropriateness of an appointment.

RQ reserves the right to reject an application or a contractor/supplier on the grounds that there is a conflict of interest, be it actual or perceived.

7. TERMS AND CONDITIONS

7.1. RQ'S CONSIDERATION OF APPLICATIONS

Subject to the terms set out in this Guideline, RQ will consider any application which is lodged in accordance with this Guideline, and that aligns with the Club Asset Funding Principles Guideline.

7.2. APPLICATION CRITERIA

The applications will be evaluated against:

- (a) the Club Asset Funding Principles Guideline, with particular reference to the Funding Objectives and the Value Criteria (noting that the Value Criteria outlined in the Club Asset Funding Principles Guideline are not necessarily exhaustive, not in any order of importance, and it is not to be presumed that they will be given equal weight); and
- (b) such other criteria as RQ may determine are appropriate to its assessment of applications, in its absolute discretion.

7.3. RQ'S DISCRETION

Notwithstanding 7.2, in its evaluation and assessment of applications, RQ may, in its absolute discretion:

- (a) if RQ considers any application to be ambiguous, erroneous or incomplete:

- (i) refuse to consider the application;
 - (ii) request further information from the applicant; or
 - (iii) request the applicant to amend its application, as RQ believes is necessary;
- (b) take into account any information from its own and other sources and draw on outside expertise as required;
- (b) not provide applicants with any reasons for any actions or decisions it may take (including when exercising any of the rights or discretions conferred on it by this paragraph).

8. FURTHER ASSISTANCE

Email: assetfunding@racingqueensland.com.au

Phone: (07) 3869 9418

9. REFERENCES AND RELATED DOCUMENTS

Reference Document	Matter Reference Document Relates to
NIL	

10. VERSION HISTORY

Current Version:	3.0	Date Made:	19 / 2 / 2024	Effective Date:	17 / 3 / 2026
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Enquiries to:	General Manager Clubs, Tracks and Assets			Due for Review:	2 / 3 / 2027

Version	Effective	Document Owner	Changes Made
1.0	10 / 3 / 2024	Asset Manager	
2.0	17 / 3 / 2025	Program Manager	
3.0	17 / 3 / 2026	Program Manager	

**ANNEXURE A:
ASSET MANAGEMENT FUNDING APPLICATION GUIDE**

The following is a step-by-step guide to completing a Asset Management Funding Application using Race Cube. This guide will address each question in order of the application. Clubs must read the Club Asset Funding Principles Guideline in full before lodging an application.

Clubs must not group multiple projects in the one application, instead please submit separate applications for each project you would like considered.

Logging In

To lodge a Club Asset Funding Application please log onto your normal Race Cube portal at <https://rq.force.com/s/>.

Navigate to the Grant Applications section by clicking the outlined tile seen below.



After clicking on the Grant Applications tile, if your club is eligible for funding, you will see a new tile for Asset Management Funding Application (see below). Click on this tile to begin your applications.



When completing the application form please give as much information as possible to assist the moderation process.

NOTE: once clubs have completed all mandatory fields, the application may be saved and returned to later for further editing.

Project Name

Please make the project name a concise but accurate description of the project. i.e. Jockey Room Upgrade, or New Starting Boxes.

Detailed Works Description

Clubs should provide a detailed description of the works planned or the equipment required. This information is important to provide RQ with context of the project envisaged by your club.

Please be as specific as possible, include detail of the size, scope and materials of your proposed project.

At the bottom of the application, clubs can upload documents to support the proposal. This supporting information should include photos of existing conditions; schematics and details of the proposed project; and quotes to support the project value.

Funding Objective

As per the Club Asset Principles Guideline, to be considered eligible for funding applications must seek to achieve one of RQ's Funding Objectives. Please select the funding objective that most applies to the project.

Primary Benefit

The Club Asset Funding Principles Guideline details how projects are evaluated by RQ. Each submission will be assessed against the benefits described in the Assessment Criteria. Applicants must identify the primary benefit of the project by selecting one or more of the below criteria:

Strategic Alignment: Alignment of project delivery outcomes to both RQ and/or club objectives. Note: RQ's FY26-FY29 Strategic Plan update is available on the RQ website.

Regulatory Compliance: Promotion of compliance and improved operations associated with animal care, participation, workplace health and safety and racing continuity.

Commercial Benefit: Increasing community engagement, improving patron experience, and creating economic outcomes for RQ and/or clubs.

Operational Efficiency: Making operational improvements which ultimately drive efficiencies or reduce costs.

Project Type

Please select the project type that relates to your application from:

Racing Asset: Assets inclusive in the licensed racing facility.

Non-Racing Asset: Any asset that is not part of the infrastructure of a licensed racing facility; or those assets located at a licensed racing facility whose principal use is not related to race meetings or the safe conduct or racing and training.

Developable Land: Any land external to the licensed racing facility or proposed to be sub-divided from the licensed racing facility.

If applying for non-racing assets and developable land clubs must provide a business plan. Please ensure that the business plan includes:

- Detail of how this project will prove positive commercial outcomes for the club and/or industry.
- That club is making a real co-contribution via cash resources toward the total project costs.
- An independent valuation to support the value assumptions.
- If funding is for the acquisition/development of a property asset, please detail the capital growth expected.
- Detail of any risks (for the club, RQ or the Industry) that the club has identified with this project and what mitigation strategies the club plans to implement.
- The skills/experience the club's Directors or Committee Members possess, in order to extract the most value/benefit from the investment.

The business plan should be accompanied by information such as cashflows, budgets, valuation reports or other documentation to support the club's position.

Asset Case

If the application relates to an existing Asset Case, please select the applicable case.

Requested RQ Contribution (Ex GST)

This compulsory field requires the applicant to enter the total amount of funding that the club is seeking RQ to contribute towards the project. The figure quoted must be exclusive of any GST.

Club Contribution (Ex GST)

In this field, please nominate the financial contribution that the club or other party (benefactors, councils etc) will contribute to this project. This value must be cash only and should not include volunteer labour or donated materials. If no contribution, please put \$0.

Note this field plus the 'Requested RQ Contribution' field should combine to equal the 'Total Project Value'.

Total Project Value (Ex GST)

This compulsory field requires the applicant to enter the total value of the project. This includes the amount the club is seeking from the Club Assets fund, plus any financial contributions of the club, or contributions by any other party (benefactors, councils etc). The figure quoted must be exclusive of any GST.

Club Preferred Project Delivery Method

Clubs may seek to be considered to undertake the delivery of certain projects themselves. Please read Section 5 in full before answering this question.

If the club does not supply the appropriate number of quotes with the online application, the project may be managed by RQ. See the below section 'Upload File' for directions on attaching quotes to Race Cube.

Preferred Supplier

If you supply two or more quotes with your application, please indicate your preferred supplier and provide justification for your preference.

Potential Conflict of interest

Click the ‘Potential Conflict of Interest?’ dropdown picklist to confirm whether there are potential or perceived conflicts between the suppliers of the attached quotes and the club or management committee.

If there are potential or perceived conflicts, please select ‘Yes’ and provide details.

Club Preferred Completion Timeline

Insert the club’s preferred timeline for the project completion.

Benefit Descriptions

In the next four fields applicants must detail the need for/benefits of the project as against the four key Value Criteria. Be descriptive of the club’s current position and detail how the project will benefit the club.

Please note it is possible that not all value criteria will apply to your project, however the application will be better supported by providing information against as many criteria as possible. If an assessment criterion does not apply, please input “N/A”.

The screenshot shows a form with four text input fields, each with a small information icon to its right. The fields are labeled as follows:

- STRATEGIC ALIGNMENT DESCRIPTION
- REGULATORY COMPLIANCE DESCRIPTION
- COMMERCIAL BENEFIT DESCRIPTION
- OPERATIONAL BENEFITS DESCRIPTION

 Each field is currently empty and has a small double-slash icon at the bottom right corner, indicating it is a text input area.

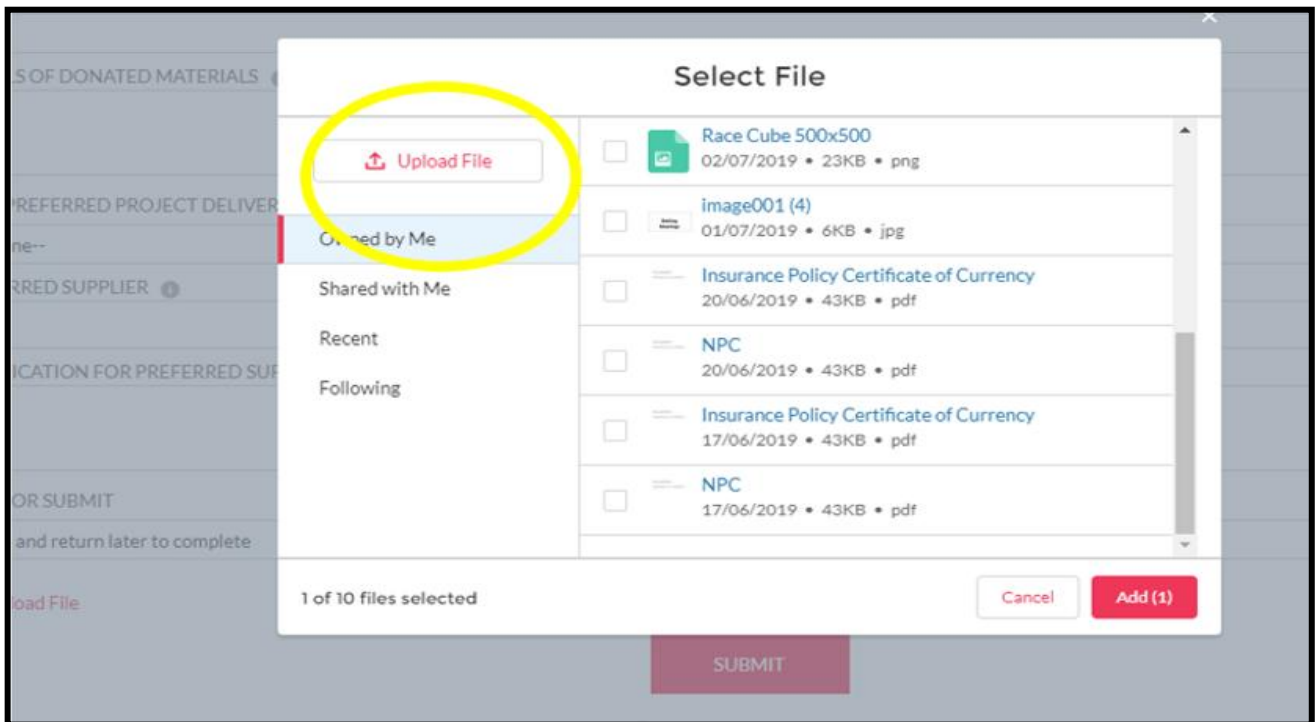
Upload File

To support the application, applicants should upload photographic evidence, plans, design specifications and quotes. If applying for non-racing assets and developable land, clubs should upload the business plan at this stage.

To upload files, click on the ‘Upload File’ link:

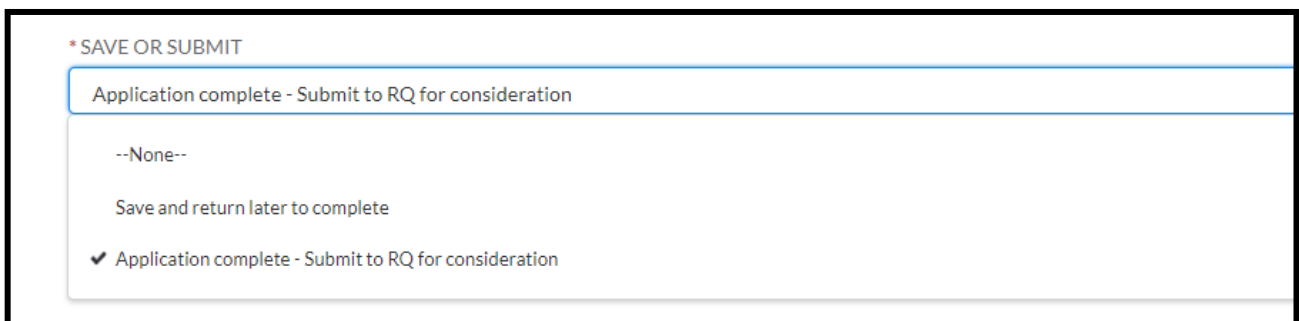
The screenshot shows the bottom part of a form. At the top left, there is a dropdown menu labeled '* SAVE OR SUBMIT' with the option 'Save and return later to complete' selected. Below this, the text 'Save and return later to complete' is displayed. In the center, there is a red link with a paperclip icon labeled 'Upload File', which is circled in yellow. At the bottom right, there is a red button labeled 'SUBMIT'.

This will then open the following pop-up. To select files saved to your computer select the ‘Upload File’ on the pop-up.



Clubs may upload multiple files, but please ensure the files are clearly named for ease of identification.

Save or Submit



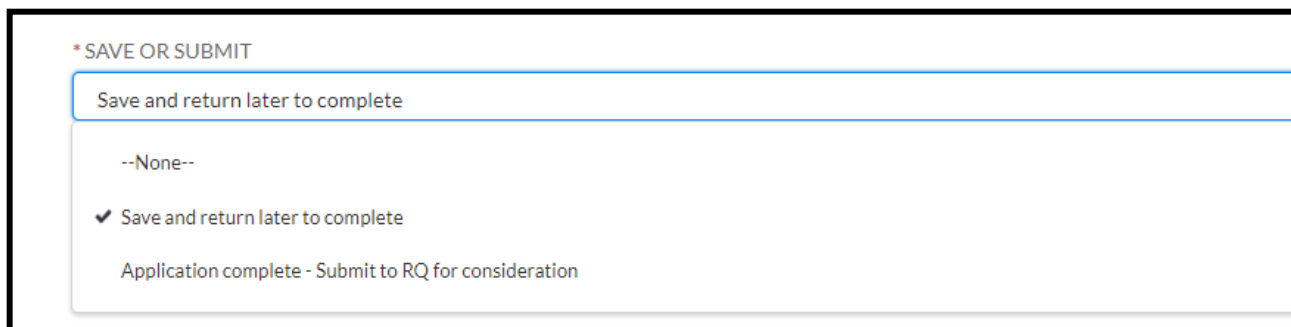
To submit your application, go to the “Save or Submit” dropdown and select ‘Application complete - Submit to RQ for Consideration’ and hit the red ‘SUBMIT’ button.

If you have not completed the form correctly the system will not allow the form to be submitted, and you will be directed to review the errors or incomplete sections highlighted in red.

If you have completed the form correctly the Race Cube user will then receive an email titled ‘AM Funding Application received’.

Clubs also have the option to save a draft application and return later to complete.

To do this go to the ‘Save or Submit’ dropdown and select ‘Save and return later to complete’ and hit the red ‘SUBMIT’ button. Note the Case Number assigned to your application.



If you have saved an application the Race Cube user will then receive an email titled ‘AM Funding Application created’.

Confirmation your application has been Submitted

If you have completed the form and lodged your application with RQ the Race Cube user will receive an email titled ‘AM Funding Application received’. Note if you receive an email titled ‘AM Funding Application created’ then the application is still in draft and has not yet been lodged. You will be required to amend the form and submit it before RQ can consider your application.

Another way to check if your application is correctly submitted is to go to the Grant Application section of Race Cube and view the applications you have prepared. Unless the case status is ‘Submitted for Approval’ then the case is still in draft and has not been submitted to RQ for consideration.

Accessing Saved Applications

To access a saved application, go to the Grant Applications section of Race Cube and click on the appropriate Case Number under “Applications in Progress”.

To upload files to a saved application, scroll to the bottom of the page to the ‘Files’ section and click on the ‘Upload File’ link.

To make any desired updates or changes to the data fields of a saved application, click on the ‘Edit’ button at the top right-hand corner.

When you are ready to submit the amended application go to the ‘Save or Submit’ dropdown and select ‘Application complete - Submit to RQ for Consideration’, then hit the red ‘SAVE’ button in the bottom right-hand corner.

If you have completed the form correctly the Race Cube user will then receive an email titled ‘AM Funding application received’.

When finished the Race Cube user should go to the Grant Applications section of Race Cube and confirm the case status is ‘Application Submitted to RQ’ is ensure all applications have been lodged.

