



**RACING  
QUEENSLAND**

## Country Racing Program Funding Guideline

### ROUND 3

Opening Date: **15 September 2020**

Closing Date: **13 October 2020 11.59pm**

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© Racing Queensland  
ABN: 80 730 390 733  
PO Box 63, Sandgate QLD 4017

web: [www.racingqueensland.com.au/CRP](http://www.racingqueensland.com.au/CRP)  
email: [CRP@racingqueensland.com.au](mailto:CRP@racingqueensland.com.au)  
phone: (07) 3869 9777

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## Definitions

<b>Approved Funding Application</b>	means a grant application that has been formally approved by RQ in writing and published on the RQ website.
<b>Capital Expenditure (CAPEX)</b>	may include the provision of physical goods or services to increase or improve the club's fixed assets. For example, tracks, fencing, buildings, towers, tractors and machinery, and parking facilities.
<b>Conflict of Interest</b>	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 personal relationships, employment, membership of special interest groups or ownership of shares, companies or property.
<b>Infrastructure</b>	means enduring or permanent structures or facilities and equipment needed to support race continuity and operations.
<b>Ineligible Application</b>	means an application that was not eligible for funding. Generally, because 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.
<b>Ineligible Items</b>	includes repayment of debt and loans, sponsorship, prizemoney, purchase of equipment/services that benefit an individual.
<b>Operational Expenditure (OPEX)</b>	may include repairs and maintenance to fix defects, including renewing parts to bring the infrastructure back to an earlier condition, or to keep infrastructure at its present condition including labour.
<b>Variation</b>	means a request to vary (or change) the approved items that were included within the approved funding application.

## 1. Introduction

In 2018, Racing Queensland (RQ) and the Department of Local Government, Racing and Multicultural Affairs executed the \$70.4M Country Racing Program (CRP) Grant Deed (Deed). The Deed provides for an annual allocation of \$2.6M over a four-year period, to be expended by June 2022, aimed toward improving the racing infrastructure at thoroughbred country racing clubs across Queensland.

The CRP program will be rolled out in three rounds. Round 1 expended \$5.2M (a two-year allocation), with Rounds 2 and 3 to each distribute \$2.6M to country racing clubs.

This guideline aims to provide clubs with all necessary information in relation to accessing funding in the third and final round of the CRP.

## 2. Funding objective

Funding under the CRP aims to assist country racing clubs with the provision of infrastructure repairs and maintenance including asset replenishment and replacement, as approved by RQ in accordance with the Deed.

## 3. Scope of CRP funding

### 3.1. Eligible projects

Project applications must be consistent with the intent of the Deed. Eligible projects include country racing club infrastructure:

- Capital Expenditure (CAPEX)
- Operational Expenditure (OPEX)

### 3.2. Eligible clubs

Only non-TAB thoroughbred country racing clubs licensed by RQ are eligible for infrastructure funding under the CRP. A non-TAB club is defined as a club where races are predominately non-TAB races (i.e. at least half or more of the races in the club's annual race calendar are non-TAB).

### 3.3. Funding amounts

Clubs may apply for any amount of funding under the CRP.

Eligible projects may be part or co-funded.

Clubs are responsible for providing a cost estimate and where appropriate a quotation 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 the shortfall.

### 3.4. Funding rounds and closing dates

There are three CRP funding rounds in total. Applications for each funding round will close at midnight of the closing date.

### 3.5. How often can a club apply?

An eligible club may submit multiple applications for each funding round.

Clubs must submit a separate application for each project they would like considered.

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.

Question 3 of the online application form provides a list of different asset categories that will help clubs define what are separate projects. If in doubt clubs are encouraged to email [CRP@racingqueensland.com.au](mailto:CRP@racingqueensland.com.au) for clarification.

For administrative ease, clubs may clone a submitted application in order to apply for further projects. See the CRP Application Quick Guide in Annexure A for details on cloning your application.

## 4. Application

### 4.1. 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: <https://rq.force.com/s/>.

**NOTE: Any requests previously submitted to RQ, including applications in Rounds 1 and 2, will not be considered unless the club reapplies via the Race Cube portal.**

### 4.2. Eligible applications

All club applications must:

- Be submitted using the Race Cube portal before the relevant funding round closes;
- Be submitted by an eligible club;
- Be an eligible project in accordance with Section 3.1;
- Not include ineligible items; and
- Demonstrate benefits having regard for the Assessment Criteria.

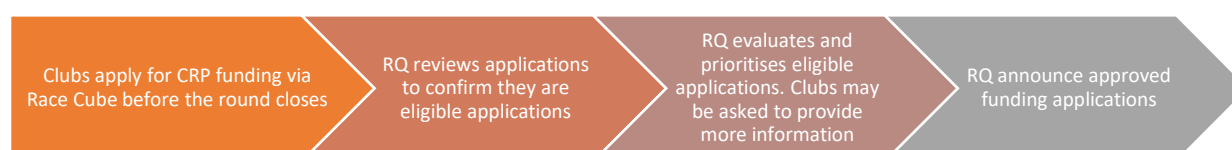
### 4.3. Ineligible applications

An application will be ineligible if:

- It is incomplete, and/or
- The items requested within the application are ineligible items.

### 4.4. Application process

The below diagram illustrates the CRP funding application process.



For assistance in relation to the application process please contact [CRP@racingqueensland.com.au](mailto:CRP@racingqueensland.com.au).

## 5. Evaluation of Applications

All applications submitted are assessed by RQ. Each application is checked against this Guideline to ensure the application is an eligible application.

When assessing an application RQ may request for additional information to be submitted and may contact any club contact. Where requested, subsequent information must be returned to RQ by the requested date or the application will be considered ineligible.

### 5.1. Prioritisation of funding

To inform the prioritisation of funding under the CRP, all eligible applications will be evaluated against the below Assessment Criteria.

Clubs must detail within the funding application the expected outcomes and benefits the project will deliver, specifically in relation to the below Assessment Criteria.

ASSESSMENT CRITERIA	
STRATEGIC ALIGNMENT	The alignment of project delivery outcomes to both the club and RQ strategic objectives.
OPERATIONAL BENEFITS	Benefits and influence the project will provide in relation to improved participation, community engagement, business process efficiencies and/or racing product performance.
REGULATORY COMPLIANCE	Promotion of compliance and improved operations associated with animal welfare, workplace health and safety and racing continuity.
COMMERCIAL RETURNS	The potential benefits and commercial returns the project will deliver toward improving the club's sustainability.

## 6. Assessment outcomes

RQ will announce the successful funding applications approximately 6 weeks after the closing date of the round.

A list of approved funding applications will be published on the RQ website:

[www.racingqueensland.com.au/CRP](http://www.racingqueensland.com.au/CRP)

### 6.1. Variations to applications

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

Clubs may request a variation to an approved project by contacting RQ. RQ will assess the 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 determines an approved project is no longer required, monies committed under the approval are forfeited by the club and returned to the CRP fund.

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 the CRP fund.

## 6.2. 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 are subject to the same criteria and assessment process applied to all other applications.

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

## 7. 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.

Any building and construction work under the Country Racing Package must be conducted by appropriately licensed professionals.

### 7.1. Club delivery of projects

Clubs may apply to undertake the delivery of certain projects themselves.

A club must nominate in its application if it wishes to be considered to deliver the project itself. RQ will assess each application including all supporting information.

To be considered for club delivery, at the time of application clubs must submit:

- 1 written quote for projects/equipment valued between \$500 - \$20,000 (excl. GST).
- 2 written quotes for projects/equipment valued between \$20,001 - \$50,000 (excl. GST).

The quotes need to clearly set out the scope of the work that will be supplied (i.e. it must include more than just a price).

The final determination on whether clubs manage their own projects will be made by RQ in its discretion having consideration to factors including the complexity or risk of the project.

All projects above \$50,000 will be managed by RQ.

### 7.2. No 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 actual or perceived conflict of interest 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. If you are unsure whether a conflict exists, please include information about the potential conflict in the application form and RQ will assess this and discuss it further if club delivery is approved.

## 8. Terms and conditions

### 8.1. RQ's consideration of applications

Subject to the terms set out in this Guideline, RQ will consider any application which complies with and is lodged in accordance with this Guideline.

## 8.2. Application criteria

The applications will be evaluated against:

- (a) (Guideline Criteria) the criteria set out in the Guideline; and
- (b) (Other Criteria) such other criteria as RQ may determine are appropriate to its assessment of applications, in its absolute discretion.

## 8.3. RQ's discretion

RQ may in its absolute discretion (but shall be under no obligation to):

- (a) (Evaluation of Applications) in its evaluation and assessment of applications:
  - (i) notwithstanding paragraph 8.2, apply such criteria as RQ sees fit. The listed criteria are not necessarily exhaustive, not in any order of importance, and it is not to be presumed that they will be given equal weight;
  - (ii) if RQ considers any application to be ambiguous, erroneous or incomplete:
    - (A) refuse to consider the application;
    - (B) request further information from the applicant; or
    - (C) request the applicant to amend its application, as RQ believes is necessary;
  - (iii) take into account any information from its own and other sources and draw on outside expertise as required;
- (b) (Reasons) 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).

## 9. Further assistance

Website: <https://www.racingqueensland.com.au/crp>

Email: [CRP@racingqueensland.com.au](mailto:CRP@racingqueensland.com.au)

Phone: (07) 3869 9777 – Option 4

## 10. References and related documents

Reference Document	Matter Reference Document Relates to
NIL	

## 11. Version history

Current Version:	1.0	Date Made:	20 / 8 / 2020	Effective Date:	15 / 9 / 2020
Document Owner:	Partnerships and Commercial Development Manager			Approved:	20 / 8 / 2020
Enquiries to:	General Manager Club Partnerships and Assets			Due for Review:	14 / 9 / 2020
Version	Effective	Document Owner	Changes Made		

## Annexure A:

### CRP Application Quick Guide

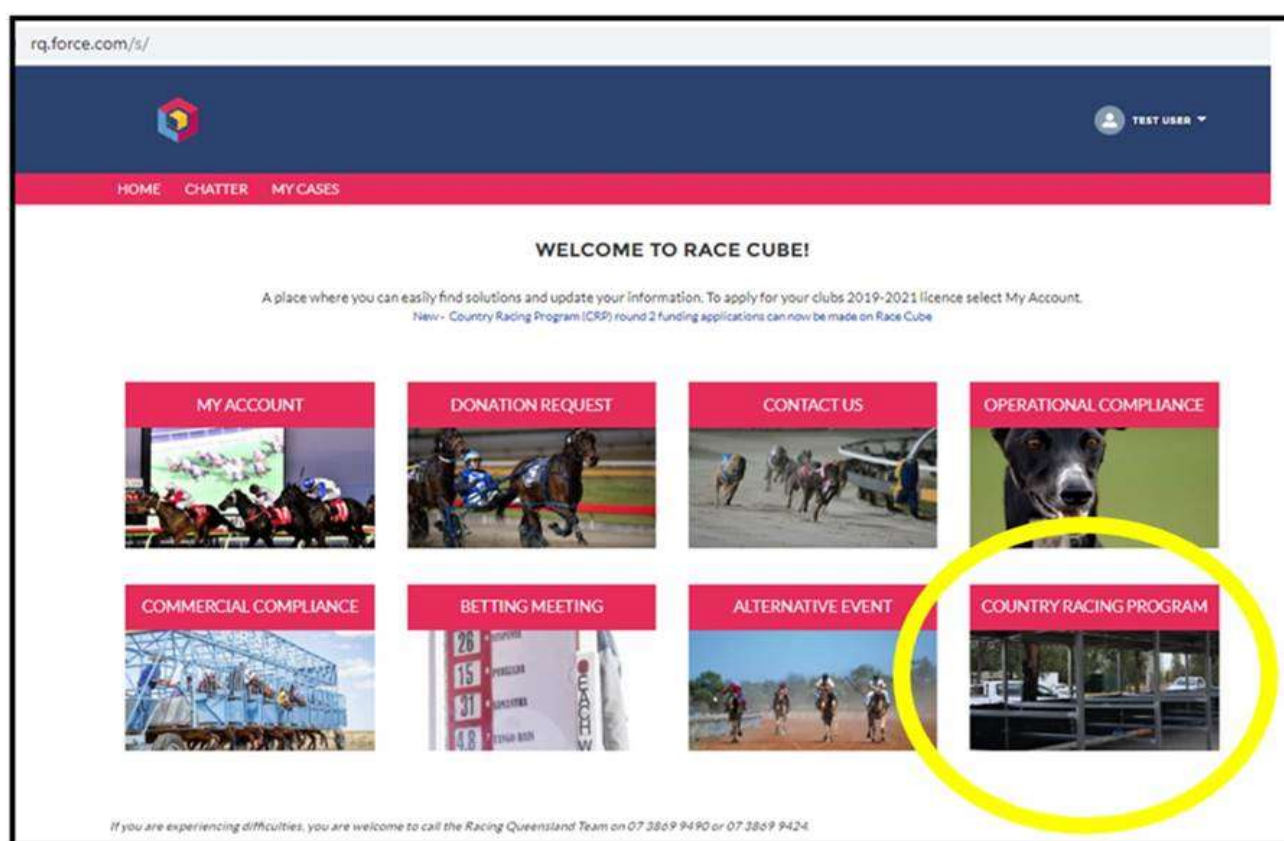
The following is a step by step guide to completing a CRP application using Race Cube. This guide will address each question in order of the application. Clubs are encouraged to read the CRP Funding Guidelines in full before lodging an application.

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 CRP application please log onto your normal Race Cube portal at <https://rq.force.com/s/>.

If your club is eligible for CRP funding you will see a new tile for CRP applications (see below). Click on this tile to begin your applications.



#### Complete the Application Form in Full

The system has been designed to restrict progress if all essential questions have not been completed, as a result when completing the application form **please answer all the questions**.

#### Project Name

The first question field asks clubs to name the project. Please make the name a concise but accurate description of the project. i.e. Jockey Room Upgrade, or New Barriers.

Note, once clubs have completed this field and the 'Total Project Value' field, the application may be saved and returned to later.

## Primary Benefit

The CRP Funding 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 each project by selecting one of the below criteria:

**Commercial:** The works will deliver benefits in terms of improving the club's sustainability.

**Operational:** The works will provide benefits in relation to improved participation, community engagement, business process efficiencies and/or racing product performance.

**Regulatory:** The works will promote compliance and improved operations associated with animal welfare, workplace health & safety and racing continuity.

**Strategic:** The works will deliver benefits that are aligned with the club's and RQ's Strategic Objectives. RQ's FY20 Strategic Plan Update is available on the RQ website.

## Asset Category

Applicants are required to select from a dropdown list identifying what asset category best describes the infrastructure area requiring funding. The available categories are:

- Course Proper Surface
- Inside Running Rail
- Barrier Stalls
- Swab & Vet Facilities
- Judges: Facilities and Equip.
- Horse Stalls
- Outside Rail/Fence
- General Fencing
- Track Lighting
- Stewards Room
- Male Jockeys Room
- Female Jockeys Room
- Steward & Media Towers
- Wash Bays
- Equine Urinal
- Parade Ring
- Water Supply Irrigation/Truck
- Float Parking
- Machinery & Equipment
- Power Supply/Generator

If your project is not one of the above, please select 'Other'.

## Detailed Works Description

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

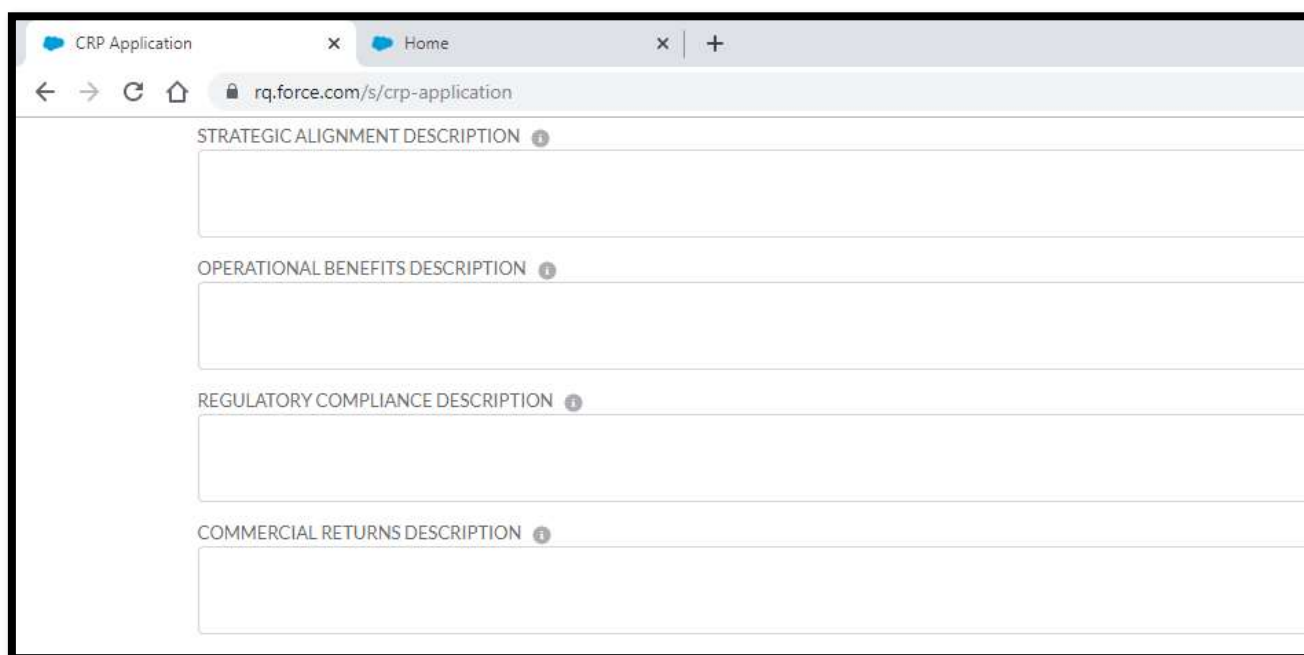
Please be as specific as possible, include detail of the size, scope and materials of your proposed project.

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.

## Benefit Descriptions

In the next four fields applicants must detail the need for/benefits of the project as against the four key CRP Assessment 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 assessment criteria will apply to your project, however the application will be better supported by providing information against as many criteria as possible.



### Number of Horses Trained by Year

Please estimate the total number of different horses trained each year at your facility. This is individual horses that train at your facility, not the number of times a particular horse trains at the facility.

i.e. If one horse attends your facility each day over a three-week period, that is counted as one horse.

### 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 CRP 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.

### CRP Contribution (Ex GST)

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

### Club/Other Cash Contribution

In this field please nominate the cash contribution that the club or any other party (other than the CRP) 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 'CRP Contribution' field should combine to equal the 'Total Project Value'.

### Volunteer Labour

In the next two fields please confirm if the club members wish to contribute volunteer labour to the project.

In the 'Details of Volunteer Labour' section please detail the number of individuals and total hours to be contributed towards the project. Please include details of any applicable skills, licences or qualifications of the people contributing the labour.

VOLUNTEER LABOUR	
<input type="text" value="Yes"/>	
DETAILS OF VOLUNTEER LABOUR ⓘ	
<input type="text"/>	
DONATED MATERIALS	
<input type="text" value="Yes"/>	
DETAILS OF DONATED MATERIALS ⓘ	
<input type="text"/>	

### Donated Materials

In the next two fields please confirm any donated materials that the club or other external party will contribute to the project.

In the 'Details of Donated Materials' section please provide detail of the materials that will be contributed towards the project. Include quantities and material specifications where possible.

### Club Preferred Project Delivery Method

Clubs may seek to be considered to undertake the delivery of certain projects themselves. Please read to Sections 7 to 7.2 of the Guideline in full before answering this question.

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

### Conflict of Interest

Click the 'Conflict of Interest' checkbox to confirm that there are no potential or perceived conflicts between the suppliers of the attached quotes and the club or management committee.

If there are potential or perceived conflicts of interest do not click the checkbox, instead please provide detail of the conflict in the space provided.

### Preferred Supplier

If you supply two or more quotes with your application, please indicate which is your preferred supplier.

### Justification for Preferred Supplier

After nominating the preferred supplier, please provide justification for your preference.

### Upload File

To support the application applicants should upload photographic evidence, plans, design specifications and quotes.

To upload files, click on the 'Upload File' link:



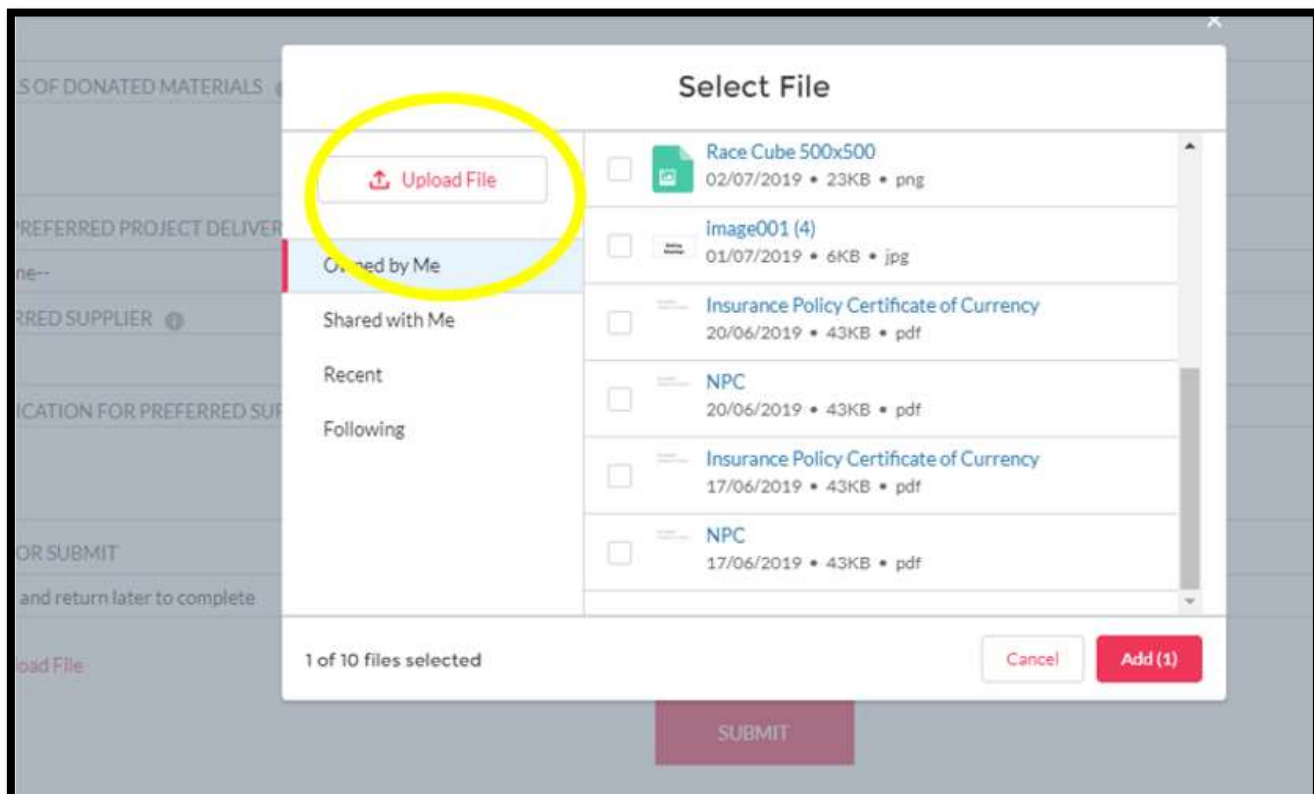
\* SAVE OR SUBMIT

Save and return later to complete


 Upload File

SUBMIT

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



Select File

 Upload File

Owned by Me

Shared with Me

Recent

Following

<input type="checkbox"/>	Race Cube 500x500	02/07/2019 • 23KB • png
<input type="checkbox"/>	image001 (4)	01/07/2019 • 6KB • jpg
<input type="checkbox"/>	Insurance Policy Certificate of Currency	20/06/2019 • 43KB • pdf
<input type="checkbox"/>	NPC	20/06/2019 • 43KB • pdf
<input type="checkbox"/>	Insurance Policy Certificate of Currency	17/06/2019 • 43KB • pdf
<input type="checkbox"/>	NPC	17/06/2019 • 43KB • pdf

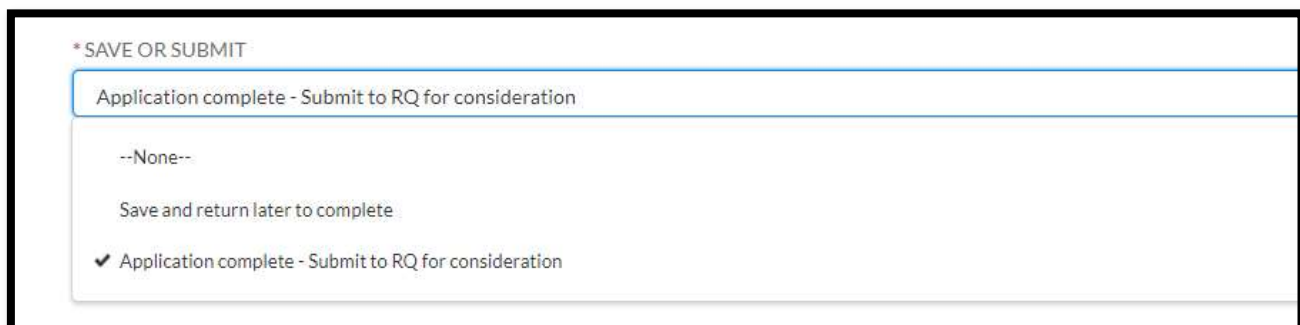
1 of 10 files selected

Cancel Add (1)

SUBMIT

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

### Save or Submit



\* SAVE OR SUBMIT

Application complete - Submit to RQ for consideration

--None--

Save and return later to complete

✓ Application complete - Submit to RQ for consideration

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 **'CRP 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.

\* SAVE OR SUBMIT

Save and return later to complete

--None--

✓ Save and return later to complete

Application complete - Submit to RQ for consideration

If you have saved an application the Race Cube user will then receive an email titled **'CRP 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 **'CRP funding application received'**. Note if you receive an email titled **'CRP 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 MYCASES section of Race Cube and view the cases you have prepared. Unless the case status is 'Application Submitted to RQ' then the case is still in draft and has not been submitted to RQ for consideration.

Case Number	Contact Name	Subject	Status
1 00001552		CRP Application	Application Incomplete
2 00001551		CRP Application	Application Incomplete
3 00001550		CRP Application	Application Submitted to RQ
4 00001545		CRP Application	Application Submitted to RQ
5 00001544		CRP Application	Application Incomplete
6 00001543		CRP Application	Application Submitted to RQ
7 00001542		CRP Application	Application Submitted to RQ
8 00001541		CRP Application	Application Incomplete

### Accessing Saved Applications

To access a saved application, go to the MYCASES section of Race Cube and click on the appropriate Case Number.

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.

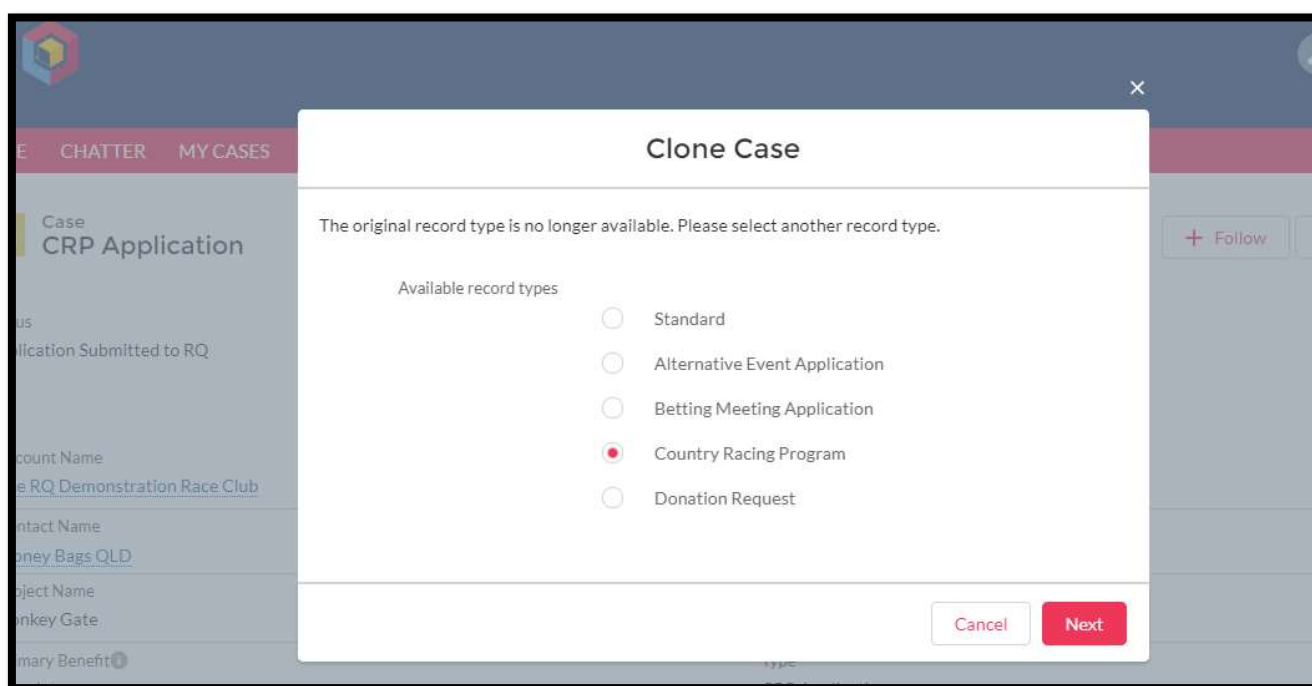
If you have completed the form correctly the Race Cube user will then receive an email titled '**CRP funding application received**'.

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

## Cloning Applications

To save time preparing multiple submissions, or to reapply using an application from the previous round, Race Cube users can clone an existing application. To do this go to the MYCASES section of Race Cube and click on the Case Number of the application you wish to clone.

When the case opens click on the 'Clone' button at the top right-hand corner. If cloning an unsubmitted application a copy of the form (with a new Case Number) will be created. If cloning a submitted application, you will need to select 'Country Racing Program' from the below options list:



A duplicate application (with a new Case Number) will then be created. Users can then amend the appropriate fields and submit as new application.

## Uploading Files to Cloned Cases

When a case is cloned, the files attached to the original case are NOT copied as part of the cloning process. Users will need to manually attach files to the new case.

If cloning a case from a previous application round, users should consider if quotes or designs require updating before attaching old files.

To attach files to a newly cloned case users must first save the newly created case by selecting 'Save and return later to complete' from the 'Save or Submit' dropdown and hitting the red 'SUBMIT' button.

Once saved, an 'Upload File' link will appear at the bottom of the new case window.

### Further Assistance

For further assistance please contact:

Email: [CRP@racingqueensland.com.au](mailto:CRP@racingqueensland.com.au)

Phone: (07) 3869 9777 – Option 4