

Embracing 2018

XXI COMMONWEALTH GAMES
THE LEGACY PROGRAM

Embracing 2018 Sports Assets Legacy Application Form Guidelines



Queensland
Government

Welcome to the Embracing 2018 Sports Assets Legacy Program. These guidelines have been created to help you complete the application. If you have any further enquiries please contact us at GC2018SportsAssets@dtesb.qld.gov.au. You will have received your URL invitation with these guidelines. Please click on this link to start your application.

Step 1 - Landing Page

When you first access SmartyGrants, you will be presented with the following options.

To preview the entire application form, simply click on **Preview the Form**.

This will show you the form in preview mode.

When you are ready to start your application, simply click on the **Start a submission** button.

Step 2 - Login or Register

In order to enable you to fill out the form you must first have an account with SmartyGrants.

Your account details are used solely for the purpose of enabling you to complete your application form and in case the Embracing 2018 team needs to contact you.

Once you have registered an account, you will use the same username and password for any additional applications you may create in the future by any grant maker using SmartyGrants.

Step 3 – Fill out the application form

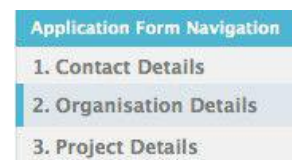
Save Progress - It is highly recommended that you click Save Progress every 10 to 15 minutes when you are filling out a form.



For security reasons you will be logged out of your application if 30 minutes has elapsed and you have not saved your progress or navigated between pages. When you are logged out of the system you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click Save Progress periodically if you are spending a long time working on one page of the form.

Page buttons - Using these buttons allows you to navigate between the different pages of a form. You can also Save your progress, or Save and Close your form, in order to return to it at a later time or date.

Navigation Panel - You can quickly jump to various pages in the application form using the navigation bar.



Form Questions - You can now complete the application form by providing the required responses. Also see "Embracing 2018 Sports Assets Legacy Pledge"

Save and Close - If at any stage you wish to save your application and close it you can do so by clicking **Save and Close**.

A blue rectangular button with the text 'Save and Close' in white.

You can return to your application at any time prior to the close date of the grant round and continue your application, simply by logging back into your account as per **Step 2**.

Once you log back in you can click on "**My Submissions**" - here you will find a listing of all applications you have begun to fill in and all that are completed.

Areas to complete are:

- **Agreeing to the Terms and Conditions** - In order for this application to be accepted the Terms and Condition must be agreed to by ticking the box. In addition the Deed of Transfer is linked to this page for your reference.
- **Contact information needed** – please be aware at this stage we are only accepting applications from Queensland based organisations.
 - The Organisation making the application
 - The Organisation the assets would be gifted to if different from the applying organisation
 - The address to which the assets will need to be transported too

- **Asset Register** – you will have already been sent a register or you will be able to download the register from this page. Use the Unique ID number and the quantity/volume of the asset you wish to apply for to complete this page. You may “Add More” if you require more lines to be added.
- **Legacy Pledge** – This is section of the application where you will be able to communicate your plans for the assets under five (5) areas of equal importance taking into the account the primary objectives of this program. This is to continue the legacy of GC2018, from community through to high performance sporting activities, for the betterment of Queensland sport and the health and wellbeing of all Queenslanders. The areas to respond to are:

1. **What:**

What do you intend to do with the sports assets to create a GC2018 Legacy? Is it

- An event
- A program
- An activity
- BAU or other

How will you differentiate yourself from other applicants?

Examples – bidding for events, targeted participation programs etc.?

2. **When:**

When will the activity occur?

How will this impact on asset utilisation? Stored Vs Used

Is this planned or passive/random usage?

3. **Why**

Why do you think this is a good use of the assets?

Why does your activity present the highest Return On Investment for Queensland Tax Payers?

Is there a social need that you are responding to?

Is this activity aligned to the objectives of the program?

4. **Where**

Geographically where will these assets be utilised?

Is this very specific because of the activity you plan to utilise the assets for, or is there a more universal utilisation strategy?

Will it/they be in metropolitan, regional or remote areas?

5. **Whom**

Who will benefit from the plan?

How many people do you anticipate being able to either access or utilise these assets?

Milestones - Please identify key dates which will support the need for the assets and provide lasting legacy opportunities in the future

Step 4 – Review and Submit

When you have completed the last page of the application form you can click Review in the **navigation panel**.

This will display your application in the way it will appear to the organisation you are submitting it to.

Example:

Community Development Grants 2012

Review Before Submitting Application

Your application has not been submitted yet. Please review and correct any errors you find.
Click the Submit button when you're ready to submit this application.

Previous Page Download PDF Save and Close Submit

Contact Details

All questions marked with an * are compulsory.

Organisation Details

Organisation Name:* Grease Foundation

Organisation's ABN 24 094 608 705

Information from the Australian Business Register

ABN 24 094 608 705
 Organisation Name Our Community Pty. Ltd.
 Type of Organisation Australian Private Company
 Is registered for GST? Yes
 Is a Charity? No Type Not a charity
 Is a Deductible Gift Recipient (DGR)? No
 Tax Concessions No tax concessions
 Registered Address 3003 VIC
 Information current as at 12:00am today

Application Form Navigation

1. Contact Details
2. Organisation Details
3. Project Details
4. Project Description
5. Project Sustainability & Evaluation
6. Project Budget- Year 1
7. Project Budget- Year 2
8. Project Budget - Year 3
9. Documentation Check List
10. Declaration and Privacy Statement

Review

This is also a good time to **Save** or **Print** a copy of your application for your own records. Though you can log back into SmartyGrants at any time and view your completed application after having submitted it. To print a copy of your form before submitting it, click on the **"Download PDF"**.

Important!

You will not be able to make any changes to your form after you have submitted it.

If you are satisfied with you application click **Submit**

Previous Page Download PDF Save and Close Submit

Previous Page Download PDF Save and Close Submit

Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

Contact Details

All questions marked with an * are compulsory.

Organisation Details

Head of Organisation:*
A response to this question is required.
[Go to page](#)

Organisation Name:*
A response to this question is required.
[Go to page](#)

Organisation's ABN
Information from the Australian Business Register
ABN
Organisation Name
Type of Organisation

Application
1. Con
2. Org
3. Proj
4. Proj
5. Proj
6. Proj
7. Proj
8. Proj
9. Doc
List
10. De
Privac
Review

Problems with your form - If there are any problems with your application, it will not be submitted and any issues will be highlighted (as illustrated below). You will have the opportunity to correct the problem by clicking **Go to Question**.

Once you have made corrections, you can return to the **Review and Submit** page and click **Submit Application** again.

Step 5 – Confirmation

Logged in: Olivia Newton, Grease Foundation, My Submissions Log Out Current Rounds

Thank you
Your form has been received.
Application Number: CD2012003

We will review it and contact you. You can return to this site at any time to view your submitted form, but now that it is submitted it cannot be changed online. If you need to notify us of changes, please contact us directly.

When the application is submitted you receive a confirmation message that the application has been received. If you see this message you can be sure that the Office of the Commonwealth Games has received your

application.

You will also see your application number, which you can use should you need to contact the Office of the Commonwealth about your application.

Confirmation email and PDF attachment

Thank you. Your grant application has been received.

Application Number: 00003

A copy of your application is attached. You can also return to <http://demo-redland.smartgrants.com.au/> at any time to view your application, but now that it is submitted it can not be changed.

You will also receive a confirmation email when your application is successfully submitted. Attached to the email will be a PDF copy of the form you just submitted.

Optional – Submitting multiple applications

To start another application you must return to the program page. You can return to the round by click on the **Current Rounds** link near the top right corner of the form.

[My Submissions](#) [Log Out](#)

[Current Rounds](#)

You will then be able to start a new application by clicking **Start New Submission**.



Example:

Logged in: Olivia Newton, Grease Foundation. [My Submissions](#) [Log Out](#) [Current Rounds](#)

Community Development Grants 2012

You have more than one submission for this round. Click the View Your Submission icon review your most recent submission.

Go to [My Submissions](#) to access your other submissions.



View Your
Submission



Start New
Submission



Preview
the form

Submissions are now being accepted. Submissions close at 5:00PM 7 December 2012 (EST-Summer – Sydney time).

Multiple applications - To view all of your applications for a grant program and to switch between them you first need to be logged into your account and then click on **My Submissions**.

[My Submissions](#)  [Current Rounds](#)

You can then choose which application you wish to continue, by clicking on the appropriate link.

Viewing/Saving/Printing Applications - If you wish to save a copy of your application on your computer, you can download a PDF of your form. Start by clicking on the **Review** link at the bottom of the navigation panel.

Then click the **Download PDF** button at the top of the page, your application will then download as a PDF file.



Once you are viewing the relevant application you simply select the **Download PDF** link at the top of the page. This will open a PDF copy of your application in either Adobe Acrobat or Adobe Reader. From there you can click on "File" and "Print" options within these applications.

View Submitted application - You must first be **Logged In** to your account in order to view your submitted applications. Once you are logged in, you will see the **My Submissions** link near the top

left of the screen, click on this link. *Note that any submissions you create and/or submit can always be found in the **My Submissions** area.

[My Submissions](#)  [Current Rounds](#)

If you have any further enquires or questions please contact service@smartygrants.com.au or GC2018SportsAssets@dtesb.qld.gov.au