

## **FQ – Club Infrastructure Project Checklist**

The following checklist and items will assist your football club to best position itself with the required planning, information and documentation needed to have your infrastructure project as “Shovel Ready” as it can be.

### **The Project**

- Project name
- Project description
- Scope of works for the project
- Have you clearly identified the need for the project?
  - Why is the project needed?

### **Objectives of the Project**

- How does the project address the identified need?
- Who will benefit most from the project?
- Does the project deliver any of the following outcomes:
  - Universal infrastructure outcomes for participants
  - A safe and welcoming environment for all users
  - Result in an increase in participation rates
  - Innovation or environmental sustainability

### **The Details, Documentation and Approvals**

- Detailed project plans
  - Drawings, plans, site maps
- Does the project meet relevant Australian standards and Council requirements
- Current quote (in the last 3 months)
- Detailed costing and budget for the project or Quantity Surveyors report
  - Accurate total project cost
- Land owners consent
- In-principle support for the project from your Local Council
  - Begin development application (DA) discussions (if required)
- Proof of current facility tenure
- Proof of any financial contribution from the club or other sources

Having the above information and documentation as complete and ready as possible will help to position your club project as that is “Shovel Ready”.