



RACING QUEENSLAND

Country Club Asset Funding Guideline

ROUND 2

Opening Date: **15 March 2024**

Closing Date: **15 April 2024**

Version 1.0 | 15 March 2024

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

web: www.racingqueensland.com.au/ccaf
email: CCAF@racingqueensland.com.au
phone: (07) 3869 9418

Table of Contents

DEFINITIONS3

1. INTRODUCTION.....4

2. FUNDING OBJECTIVE4

3. SCOPE OF CCAF FUNDING.....4

3.1. ELIGIBLE PROJECTS 4

3.2. ELIGIBLE CLUBS 4

3.3. FUNDING AMOUNTS 4

3.4. HOW OFTEN CAN A CLUB APPLY? 4

4. APPLICATION.....5

4.1. HOW DOES A CLUB APPLY FOR FUNDING? 5

4.2. ELIGIBLE APPLICATIONS..... 5

4.3. INELIGIBLE APPLICATIONS 5

4.4. PROJECTS INVOLVING TRACK WORKS..... 5

4.5. APPLICATION PROCESS 6

5. EVALUATION OF APPLICATIONS6

5.1. PRIORITISATION OF FUNDING 6

6. ASSESSMENT OUTCOMES.....6

6.1. APPEALS 7

6.2. VARIATIONS TO APPLICATIONS 7

6.3. RQ SUBMITTED APPLICATIONS 7

7. PROJECT DELIVERY7

8. CONFLICT OF INTEREST.....8

9. TERMS AND CONDITIONS.....8

9.1. RQ’S CONSIDERATION OF APPLICATIONS 8

9.2. APPLICATION CRITERIA 8

9.3. RQ’S DISCRETION..... 9

10. FURTHER ASSISTANCE9

11. REFERENCES AND RELATED DOCUMENTS.....9

12. VERSION HISTORY9

CCAF APPLICATION QUICK GUIDE.....12

DEFINITIONS

Approved Funding Application	means a grant application that has been formally approved by RQ in writing and published on the RQ website.
Capital Expenditure (CAPEX)	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.
Conflict of Interest	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.
Infrastructure	means enduring or permanent structures or facilities and equipment needed to support race continuity and operations.
Ineligible Application	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.
Ineligible Items	includes repayment of debt and loans, sponsorship, prizemoney, purchase of equipment/services that benefit an individual or works undertaken prior to being awarded CCAF funding (i.e. CCAF will not fund the reimbursement of prior works or expenses) unless the works are emergency or disaster-related recovery expenses.
Operational Expenditure (OPEX)	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.
Variation	means a request to vary (or change) the approved items that were included within the approved funding application.

1. INTRODUCTION

Racing Queensland (RQ) has committed to provide an annual allocation of \$3M, aimed toward improving the racing infrastructure and assisting with repairs and maintenance at thoroughbred country racing clubs across Queensland.

This guideline aims to provide clubs with information in relation to accessing infrastructure funding in the 2nd round of the CCAF.

2. FUNDING OBJECTIVE

Funding under the CCAF 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 Club Asset Funding Principles Guideline.

3. SCOPE OF CCAF FUNDING

3.1. ELIGIBLE PROJECTS

Project applications must be consistent with the intent of the Guideline and achieve one of the following Funding Objectives:

- Achieve the level of service required of assets;
- Improve or enhance outcomes for industry;
- Grow the sustainability of racing; or
- Achieve prudent commercial outcomes for the club and/or industry.

3.2. ELIGIBLE CLUBS

Only country racing clubs licensed by RQ are eligible for infrastructure funding under the CCAF. Refer to **Annexure A** on this document for a full list of eligible clubs.

3.3. FUNDING AMOUNTS

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

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 any shortfall.

3.4. HOW OFTEN CAN A CLUB APPLY?

An eligible club may submit multiple applications.

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.

For administrative ease, clubs may clone a submitted application to apply for further projects.

See the CCAF Application Quick Guide in **Annexure B** of this document 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/>

Further information of how to apply is detailed in **Annexure B: CCAF Application Quick Guide**.

NOTE: Any requests previously submitted to RQ, including applications in Rounds 1, 2, 3, 4 and 5 of the Country Racing Program or Round 1 of the CCAF 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 Value 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 (see **Definitions**).
- Subsequent information requested by RQ has not been submitted by the due date.

4.4. PROJECTS INVOLVING TRACK WORKS

RQ will not consider any CCAF applications involving track works, irrigation works and/or drainage works, unless the proposed works have been properly scoped, and the budget reviewed by the RQ Tracks Team prior to the submission being made.

Please contact Bec Lawson at rlawson@racingqueensland.com.au or Greg Puckeridge at gpuckeridge@racingqueensland.com.au to have your track related projects reviewed.

4.5. APPLICATION PROCESS

The below diagram illustrates the CCAF application process.



For assistance in relation to the application process please contact CCAF@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 CCAF, all eligible applications will be evaluated against the below Value Criteria.

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

Value Criteria	Objective
Strategic Alignment	Alignment of project delivery outcomes to RQ and/or club objectives.
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.

6. ASSESSMENT OUTCOMES

RQ will announce the successful funding applications approximately 10 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/ccaf

Clubs with unsuccessful funding applications will be notified via RaceCube following the announcement of the finalised project list.

6.1. APPEALS

Clubs may appeal the outcome of a funding application via ccaf@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.

6.2. 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 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 the CCAF 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 CCAF fund.

Approved projects may be conditional on the club obtaining various approvals, funding arrangements, or entrance into other commercial agreements. RQ will write to the club setting out these conditions. If these conditions are not met, monies committed under the approval are forfeited by the club and returned to the CCAF fund.

6.3. 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 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.

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.

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. 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.

8. 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.

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.

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.

9. TERMS AND CONDITIONS

9.1. 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.

9.2. 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.

9.3. 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 5.1, 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).

10. FURTHER ASSISTANCE

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

Email: CCAF@racingqueensland.com.au

Phone: (07) 3869 9418

11. References and related documents

Reference Document	Matter Reference Document Relates to
NIL	

12. Version history

Current Version:	1.0	Date Made:	15 / 3 / 2024	Effective Date:	15 / 3 / 2024
Document Owner:	Assets Manager			Approved:	15 / 3 / 2024
Enquiries to:	Executive General Manager Club Partnerships and Assets			Due for Review:	15 / 3 / 2025
Version	Effective	Document Owner	Changes Made		

Annexure A:

List of Eligible Clubs	
Alpha Jockey Club Inc.	Jundah Race Club Inc
Aramac Racing Club Incorporated	Kumbia Race Club Inc
Atherton Turf Club Inc	Laura Amateur Turf Club Inc
Augathella Race Club Inc.	Maranoa Diggers' Race Club Inc.
Barcaldine Racing Club Inc	Mareeba Turf Club Inc.
Barcoo Amateur Race Club Inc.	Maxwelton Race Club Inc
Bedourie Amateur Race Club	McKinlay Race Club Inc.
Bell Race Club Inc	Middlemount Race Club Inc
Betoota Race Club Incorporated	Miles & District Amateur Picnic Race Club Inc.
Birdsville Race Club Inc.	Monto Race Club Inc.
Bluff Blackwater Amateur Race Club Inc.	Moranbah Race Club Inc
Boullia Turf Club Inc	Morven Race Club Inc
Bowen Turf Club Incorporated	Mount Isa Race Club Inc
Bundaberg Race Club	Mt Garnet Amateur Turf Club Inc
Burdekin Race Club Inc.	Mt. Perry Race Club Inc.
Burrandowan Picnic Race Club Inc.	Muttaborra Amateur Turf Club Inc
Calliope Jockey Club Inc.	Nanango Racing Club Inc
Central Warrego Race Club Inc.	Noorama Picnic Race Club Inc
Charters Towers Amateur Race Club Inc	North Gregory Turf Club Inc
Chinchilla Race Club Incorporated	Oak Park Race Club Inc
Clermont Race Club Inc.	Oakey & District Race Club Inc.
Clifton Jockey Club Inc	Oakley Amateur Picnic Race Club Inc
Cloncurry & District Race Club Inc.	Pentland Race Club Inc
Cooktown Amateur Turf Club Inc	Prairie Jockey Club Inc
Corfield Race Club Inc.	Quilpie Diggers' Race Club Inc.
Cunnamulla & District Diggers' Race Club Inc.	Richmond Turf Club Inc
Dawson Jockey Club Inc.	Roma Picnic Race Club Inc.
Dingo Race Club Inc.	Roma Turf Club Inc.
Eidsvold Race Club Inc.	South Burnett Race Club Inc
Einasleigh Race Club Inc	Springsure Jockey Club Inc
Emerald Jockey Club Inc.	St George Jockey Club Inc.
Esk Jockey Club Inc.	Stamford Race Club Inc
Ewan Amateur Turf Club Inc.	Stanthorpe Jockey Club Inc
Flinton Race Club Inc.	Surat Diggers' Race Club Inc
Gayndah Jockey Club Inc.	Talwood Race Club Inc
Gladstone Turf Club Inc.	Tambo & District Race Club Inc
Goondiwindi Race Club Inc.	Tara Race Club Incorporated
Gordonvale Turf Club Inc.	Texas Jockey Club Inc.
Gympie Turf Club Inc	Thangool Race Club Inc.
Herbert River Jockey Club Inc	The Gregory Downs Jockey Club Inc.

Hughenden Jockey Club Inc.	The Longreach Jockey Club Inc.
Ilfracombe Picnic Race Club Inc.	Tower Hill Picnic Amateur Race Club Inc
Injune Race Club Incorporated	Towers Jockey Club Inc
Innisfail Turf Club Inc	Twin Hills Race Club Inc.
Isisford Racing Club Inc	Wandoan Diggers' Race Club Inc.
Jandowae Race Club Inc.	Warra Race Club Inc.
Julia Creek Turf Club Inc	Yeppoon Turf Club Inc.

Annexure B:

CCAF Application Quick Guide

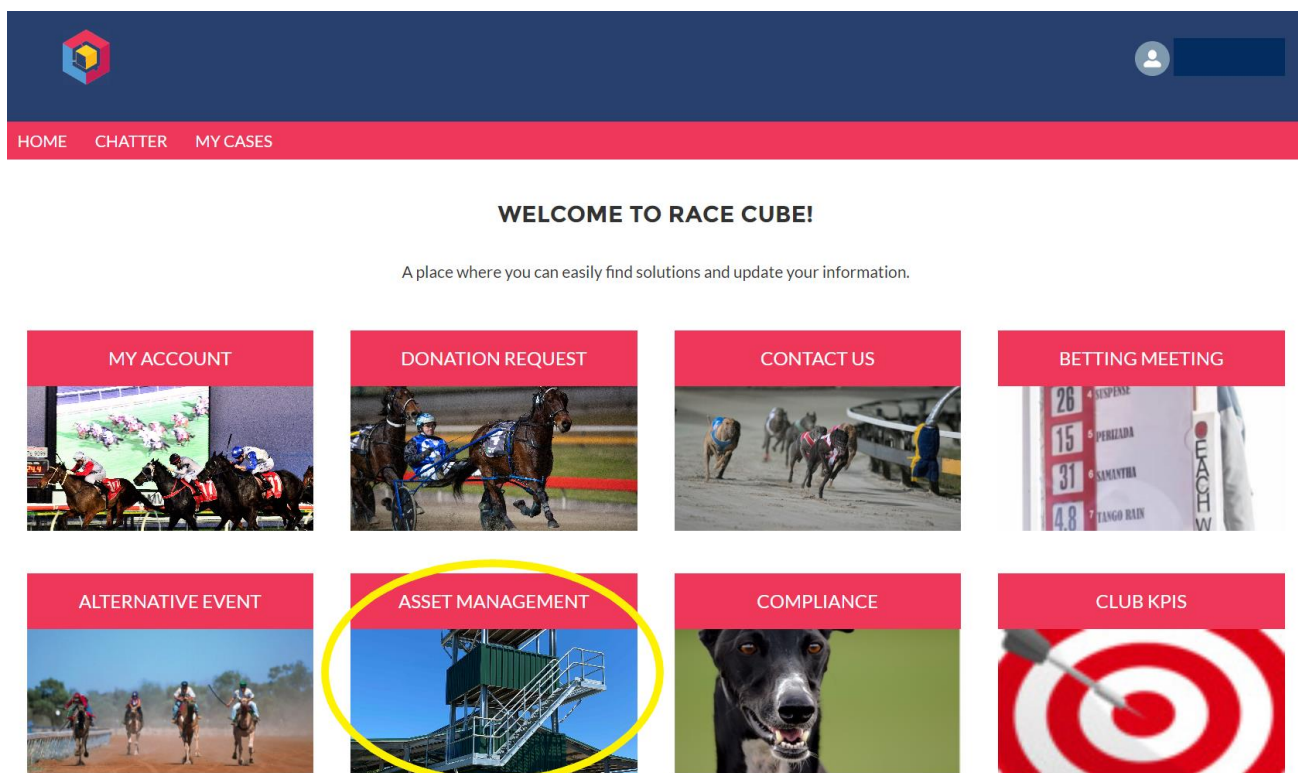
The following is a step-by-step guide to completing a CCAF application using Race Cube. This guide will address each question in order of the application. Clubs must read the Country Club Asset Funding Guideline in full before lodging an application.

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

Navigate to the Asset Management section by clicking the outlined tile seen below.



Once clicking on the Asset Management tile, if your club is eligible for CCAF funding you will see a new tile for CCAF 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

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 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 each project by selecting one of the below criteria:

Strategic: The works will deliver benefits that are aligned with the club's and RQ's strategic objectives. RQ's FY22-FY25 Strategic Plan update is available on the RQ website.

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

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

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

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:

Asset Category	Description
Track Machinery / Equipment	Plant and equipment utilised to maintain the track including rollers, boom sprays, sand spreaders, tractors, water trucks, vertidrain, etc.
Race Track	Racing course including track surface, irrigation systems, running rails, fencing.
Training Track	Training track including track surface, irrigation systems, running rails, fencing.
Race Day Infrastructure and Equipment	Including boxes, lures, barrier stalls, horse float, greyhound ambulance, etc.
Animal Precincts	Animal precincts for horses and greyhounds including kennels, stables, wash bays, urinals, float parking, training precincts, swimming pools, etc.

Asset Category	Description
Officials and Rider Precincts	Driver rooms, jockey rooms, stewards rooms, stewards / camera tower, swab and vet facilities etc.
Patron Precincts	Members stand, public stand, offices / buildings, parking, etc.
Club Operational	Offices / buildings not included elsewhere.

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 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.

Note: RQ will not consider any CCAF applications involving track works, irrigation works and/or drainage works, unless the proposed works have been properly scoped, and the budget reviewed by the RQ Tracks Team prior to the application. If your proposed project involves these works please confirm the project has been reviewed in the 'Detailed Works Description'.

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 assessment 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".

*** STRATEGIC ALIGNMENT DESCRIPTION** ⓘ*** OPERATIONAL BENEFITS DESCRIPTION** ⓘ*** REGULATORY COMPLIANCE DESCRIPTION** ⓘ*** COMMERCIAL BENEFIT DESCRIPTION** ⓘ**Number of Horses Trained per 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. For example, 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 CCAF budget, 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.

Requested CCAF Contribution (Ex GST)

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

Club/Other Cash Contribution

In this field, please nominate the financial contribution that the club or any other party (other than the CCAF) 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 CCAF 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 ⓘ

--None--

DETAILS OF VOLUNTEER LABOUR ⓘ

DONATED MATERIALS ⓘ

--None--

DETAILS OF DONATED MATERIALS ⓘ

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 Section 7 of the Guideline 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.

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 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.

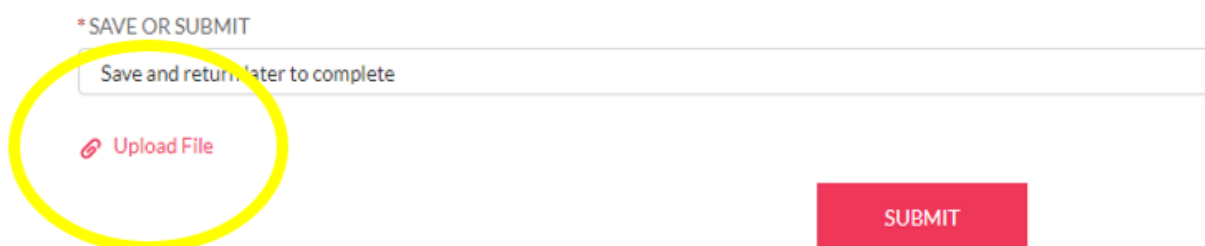
Justification for Preferred Supplier

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

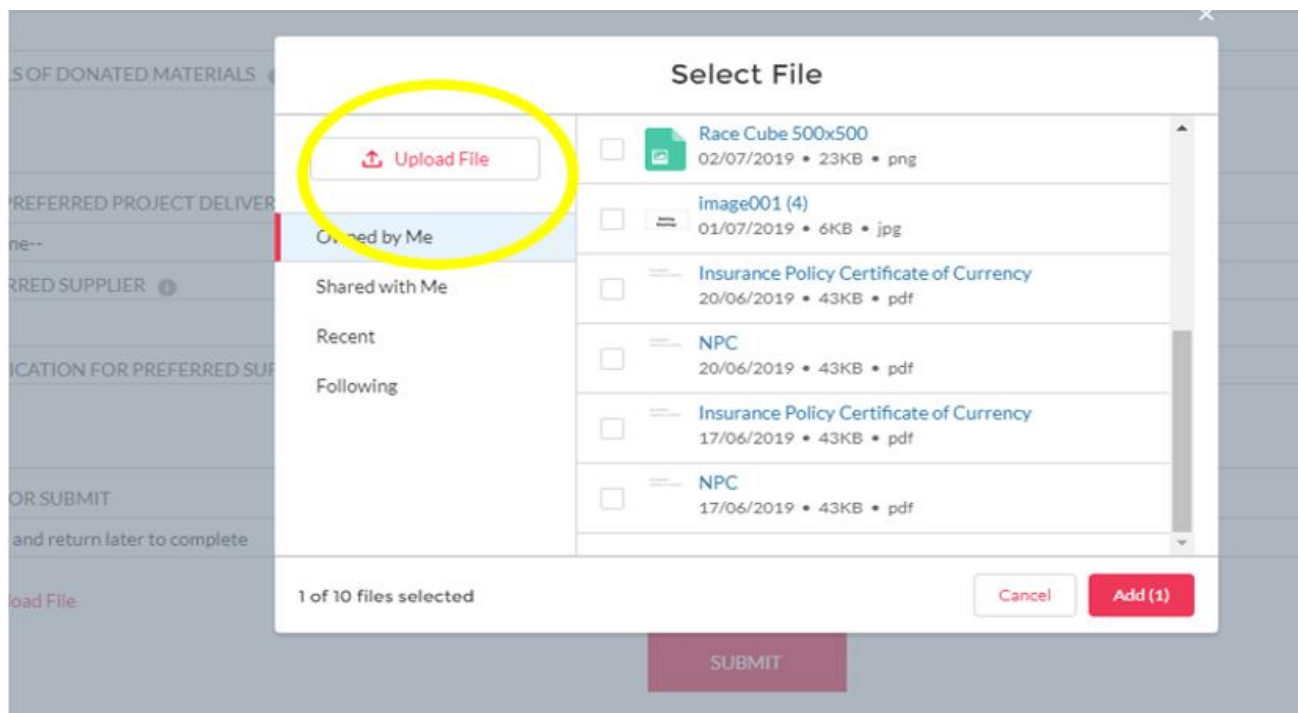
Upload File

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

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



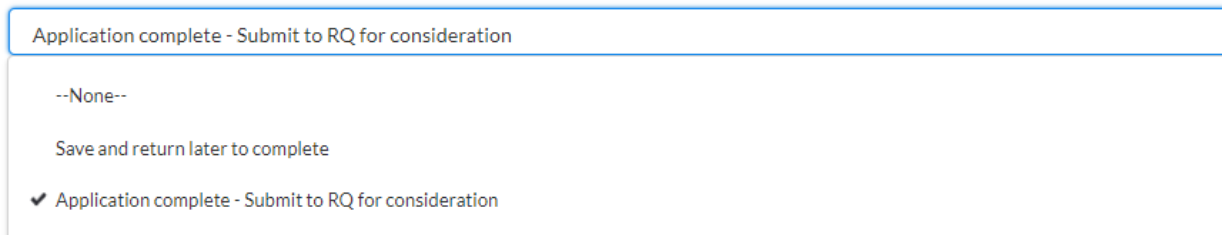
This will then open the following pop-up. To select files saved to your computer select the 'Upload File' on the pop-up.



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

Save or Submit

* SAVE OR SUBMIT



Application complete - Submit to RQ for consideration

--None--

Save and return later to complete

✓ Application complete - Submit to RQ for consideration

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.

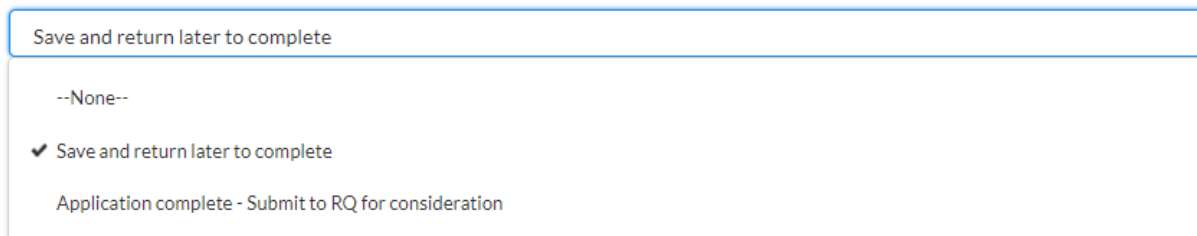
If you have not completed the form correctly the system will not allow the form to be submitted, and you will be directed to review the errors or incomplete sections highlighted in red.

If you have completed the form correctly the Race Cube user will then receive an email titled ‘CCAF 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 ‘CCAF 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 ‘CCAF funding application received’. Note if you receive an email titled ‘CCAF 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 MY CASES 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.

Cases
All Cases ▾ 

50+ items • Sorted by Case Number • Filtered by All cases • Updated a few seconds ago ⚙️ ▾   

Case Record Type	Date/Time Open...	Ca... ↓ ▾	Contact Na... ▾	Subject	Status
1 Country Club Asset Funding	4/05/2023 7:41 pm	000060...	Edmund Barton	Inside Running Rails (Asset Funding ...	Application Incomplete ▾
2 Country Club Asset Funding Submitted	4/05/2023 7:41 pm	000060...	Edmund Barton	10 Stall Starting Gates (Asset Fundi...	Submitted for Approv... ▾

Accessing Saved Applications

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

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 'CCAF funding application received'.

When finished, the Race Cube user should go to the MY CASES section of Race Cube and confirm the case status is 'Application Submitted to RQ' to ensure 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 MY CASES 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. Cloning an unsubmitted application will create a new application (with a new Case Number) with editable fields. Click "Save" once appropriate fields have been edited to create the cloned application.

New Case: Country Club Asset Funding

Case Information

Account Name The RQ Demonstration Race Club	* Status Application Incomplete
Contact Name Edmund Barton	* Save or Submit Save and return later to complete
Project Name Inside Running Rails	Submission Date
Detailed Works Description Purchase and installation of 1600m of inside running rails for the course proper.	Application created by
Asset Category Race Track	* Case Origin Community
Club Preferred Project Delivery Method Club delivers project (value: \$5,001 - \$100,000 with 2 ...	
Preferred Supplier	
Reason for Preferred Supplier	

Cancel Save & New Save

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: CCAF@racingqueensland.com.au

Phone: (07) 3869 9418