

Application Funding Agreement

Form Preview

About the grant

* indicates a required field

Instructions for Applicants

Before completing this application form, you should have read the program guidelines. Incomplete applications and/or applications received after the closing date will not be considered.

Application Number

This field is read only.

Program Details

Grant Program Name

This field is read only.

The program this submission is in.

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation),

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project title, project description, location, anticipated time for completion and amount awarded;

- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility Confirmation

Please declare this application meets the Program eligibility criteria:

- It has been prepared by and is being submitted by an eligible applicant
- Project applications are specific to a Local Government Area
- All works must be completed within two years from the date of the Program Acceptance Form, stating submission outcomes. Extension of Time requests are ineligible under this round.
- Applicants will notify the Department if grant funding is secured from another source

I confirm that the applicant and project is eligible according to the criteria outlined in the Program Guidelines *

☐ Yes

Applicant Details

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* indicates a required field

Organisation Details

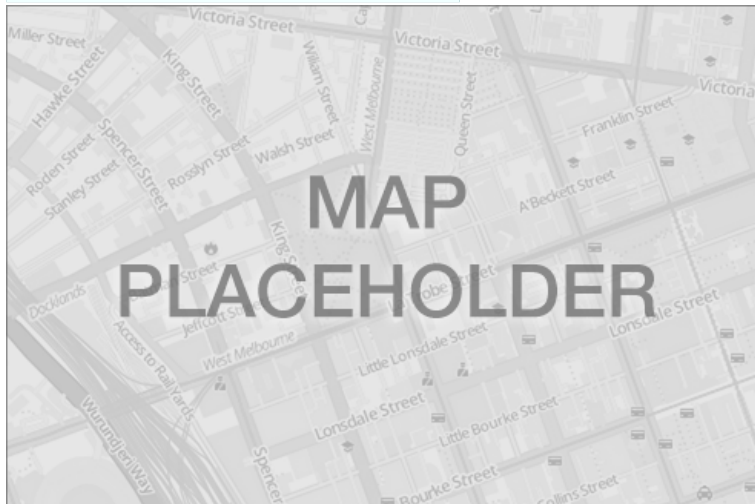
Organisation Name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address



Postal Address

Address

Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

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Email Address *

Must be an email address.

Website

Must be a URL.

Primary Contact Details

Primary Contact *

Title First Name Last Name

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This is the person we will correspond with about this grant.

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Does the applicant have an Australian Business Number (ABN)? *

☐ Yes

☐ No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

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ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Application Details

* indicates a required field

Title *

CPTIGS 26/27 Grant

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

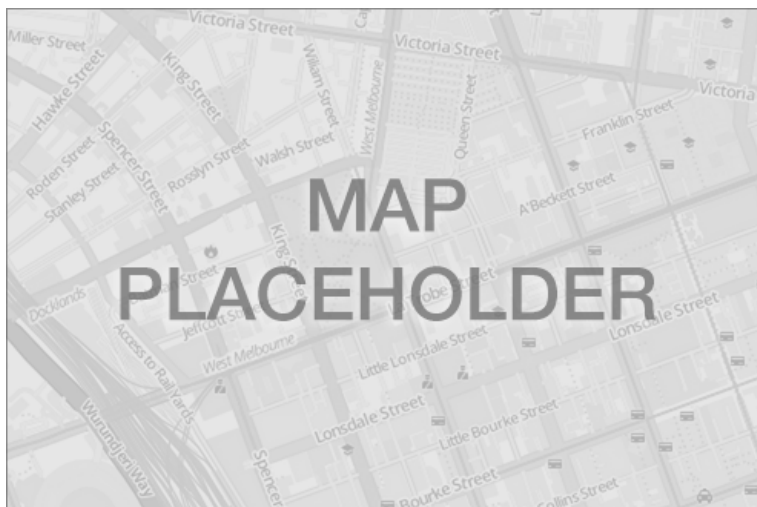
Anticipated end date *

Primary location of your initiative *

Address

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Primary location does not need to be a specific address, and can be postcode, suburb, state (NSW), etc. If delivered online, please specify the area of focus for delivery.

Important Applicant Information

ONE Application ONLY per Applicant

Applicants are required to submit **one application only** with **all projects (upgrades and/or new shelters) listed by priority**.

Only one application per organisation is allowed in each funding round. Any duplicate or subsequent applications from the same organisation will not be considered.

PRIORITY OF WORKS WITHIN THE APPLICATION

- For reporting reasons, the Application has a page for New Shelters and a separate page for Upgrades (with the '**add more**' option available on both pages).
- You are required to enter a Priority No. against all Location of Works (new shelters and upgrades).
- You can have only ONE SET of priorities across new shelters and upgrades. For example - Priorities #1 & #2 are upgrades, #3 is a new shelter, priority #4 is an upgrade, #5 is a new shelter, etc.
- You **cannot** have a priority #1 New Shelter **and** a priority #1 Upgrade. **One set of numbers are to run in chronological order** - #1 being the highest priority - from your first priority location to your last.

(You might like to prepare a list of all works in order of priority before starting your application).

Failure to follow this prioritisation may have an unintended impact for applicants in rounds when there is an oversubscription of limited resources.

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The scheme allows for new shelter/s OR upgrade/s at a location.

*Application **cannot** be made for new shelter/s **and** upgrade/s at the same location.*

Completing the Application

- **APPLICATIONS CLOSE - 31 AUGUST**

- **ALL QUESTIONS ANSWERED** - Ensure that all questions are answered.
- **PHOTOS** - All photos must be clearly marked with the site address and Geotagged and date stamped of the Location. Photos will be sent back for correct name and geotagged if not correct.
- **SAVE AS YOU GO** - Ensure you are saving as you go so you do not lose previous work.
 - *Once submitted you will not be able to access your application for editing:*
 - In the event you need to edit your submitted application, contact the scheme administrator via email at cptigs@transport.nsw.gov.au. This may only be done up to 10 days before due to the time required to release the application. Changes to submitted applications will not be possible after this date
- **USE GENERIC USER ACCOUNTS FOR APPLICATIONS** - We ask that applicants use generic email accounts for submissions and management of grants. This ensures transparency of grants and responsibilities, along with the ability of being able to maintain continuous communication over the grant's lifecycle, regardless of staff movements.

2026/27 Country Passenger Transport Infrastructure Grants Scheme (CPTIGS) Overview

This application forms the funding agreement.

CPTIGS provides subsidies to support the construction or upgrade of bus stop Infrastructure generally owned and maintained by local councils across regional NSW. The subsidies represent Transport for NSW's (TfNSW) financial contribution towards improving the accessibility and quality of kerbside passenger transport infrastructure in country areas. \$1,626,000 is available in this annual funding round.

The Scheme aims to maximise benefits to country passengers through supporting:

- more accessible passenger transport especially better connections between bus stops and surrounding communities;
- an increase in the use of passenger transport in country areas through improved awareness of bus stop locations, kerbside information and improved security; and
- the development of minor infrastructure to complement passenger service development.

The Scheme corresponds with the areas of NSW aligned with rural & regional bus services contract regions and a limited number of outer metropolitan bus services contract regions - refer to Guidelines for details.

The Scheme is open to applications from:

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- local governments (councils and joint regional organisations);
- incorporated community organisations including Aboriginal Land Councils.

If schools, transport providers and businesses would like a shelter or upgrade they should contact their local council to make the application on their behalf.

Refer to the current Guidelines for information pertaining to Eligible Infrastructure Components, Eligible Locations and Funding Exclusions.

A new shelter has a maximum total grant value of \$30,000 which includes the shelter and associated works.

An upgrade has a maximum total grant value of \$6,500 (Funding will be granted as per Appendix F of these Guidelines – Subsidy Rates for Standard Projects).

Special Infrastructure Projects require exceptional circumstances that cannot be met within the existing guidelines. To be successful they require collaboration, should be innovative and be a joint approach from councils, bus operators and other interests such as NSW TrainLink. TfNSW will provide a subsidy for the cost of the project. The Level of support will be determined by the quality and scope of the proposal and funding available.

Priorities and principles for funding allocation

- Proposals that improve safety and accessibility are higher priority than those which enhance passenger comfort.
- Subsidies are to provide direct benefits to customers of passenger transport services contracted by TfNSW.
- Subsidy payments represent TfNSW's financial contribution towards the provision and upgrading of infrastructure to a minimum standard. Where a higher standard is preferred, the subsidy recipient is responsible for funding the additional cost.
- Equitable distribution of subsidy payments across country areas.
- Applications for subsidies from rural & regional bus services contract regions take priority over projects for outer metropolitan bus services contract areas.

Project Timeframe and Delivery

- All works must be completed within two years from the date of the Program Acceptance Form, stating submission outcomes.
- Extension of Time variations are not eligible under this round
- Recipients are to advise TfNSW immediately of any change or impediment to completing projects according to scope, time and quality expectation

Standards

Applicants are required to ensure that each proposed project will comply with all relevant standards, including but not limited to, the:

Disability Standards for Accessible Public Transport, available from -

- <https://infrastructure.gov.au/transport/disabilities/index.aspx>
- <https://www.infrastructure.gov.au/infrastructure-transport-vehicles/transport-accessibility/whole-journey-guide>
- <https://www.legislation.gov.au/Series/F2005B01059>

Further guidance on the standards required for rural bus infrastructure may be found in the Australian Human Rights Commission Guidelines, available from <https://humanrights.gov.au/resource-hub/by-resource-type/publications/guidelines/guideline-compliance-bus-stops-accessible-public-transport>

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Note: In this round, applications for upgrades to existing infrastructure to meet DSAPT standards are a higher priority than those for new infrastructure.

Payment and Supporting Documents

* indicates a required field

Bank Details

Applicant Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant
- Clearly show the BSB, account number and name of the account holder
- Be a statement on financial institution letterhead
- Not be an online transaction list

Merit Criteria

Each project will be subject to a non-competitive merit-based selection process based on eligibility criteria and assessment criteria to enable selection of projects which meet the program objectives. – see **Appendix D**

Applications will be assessed by a panel formed within TfNSW. The Assessment Panel will review all applications based on the principles and priorities outlined in these Guidelines.

Upon the completion of the application assessments, the panel will submit recommendations to the Head of Regional Integration, TfNSW for final approval.

The approved recommendations will be submitted to a Local Government NSW representative for noting.

Please consider each project submitted meets the program objectives:

- does the proposal contribute towards improving the safety and accessibility as described in the Disability Standards for Accessible Public Transport and the Australian Human Rights Commission Guidelines?
- does the proposal benefit rural and regional transport passengers?
- does the application demonstrate the community and the service operator support the proposal? eg: Attached letter of support

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- does the proposal align with strategic planning?
- is the proposal deliverable in the timeframe and reasonable in scope for the location?

Project Type

* indicates a required field

Are you applying for New Shelter/s, Upgrade/s, Special Infrastructure Project ? *

- ☐ New Shelter/s
- ☐ Upgrade/s
- ☐ Special Infrastructure Project

Tick all applicable

New Shelters & Upgrades

* indicates a required field

New Shelter

- As outlined in the CPTIGS guidelines, **a new shelter has a maximum total grant value of \$30,000 - which includes the shelter and associated works.**
- When applying for more than one project location, click the '**add more**' button at bottom of this page after each project entry. You can then scroll down to the next line and enter project details.
- If you are applying for more than one shelter at the same location you will need to '**add more**' and **ENTER THE SAME DETAILS AGAIN.**

Remember - You are required to number **all** projects - New Shelters and Upgrades (for upgrades see next page) - **in one order of priority.** #1 being the highest priority (ie, #1 is a new shelter, #2 is an upgrade, #3 is an upgrade, #4 is a new shelter, etc).

Both Shelters and Upgrades cannot have the same priority numbers.

Upgrade

- As outlined in the CPTIGS guidelines, **an upgrade has a maximum total grant value of \$6,500. You can have several updates to the value of this, or anything over this subsidy will not be reimbursed.**
- **Funding will be granted as per Appendix F of the Guidelines - Subsidy Rates - to the value of \$6,500 ONLY.**
- When applying for more than one project location, click the '**add more**' button at bottom of this page after each project entry. You can then scroll down to the next line and enter project details for the next.

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Remember - You are required to number **all** projects - New Shelters and Upgrades - **in one order of priority**. #1 being the highest priority (ie, #1 is a new shelter, #2 is an upgrade, #3 is an upgrade, #4 is a new shelter, etc).

Proposed Works at this Location is an Upgrade/s. Please enter the total amount/s required for the location upgrade - **to the value of \$6,500 only**. (There is an option to provide advice of works your organisation plans to complete).

To be used for both New Shelters and Upgrade Requests.

Project Priority Number Enter Project Location or Upgrade Requested funding amount TSN (Transit Stop Number) Provide the Who service Before Photo

Applications can only have one set of priorities Must be a number.	Please type whoe address, including number Address Line 1, Suburb/ Town, State/ Province, Postcode, and Country are required.	Eligilgile to apply for either a New Shelter (max \$30,000) or Upgrades (max \$6,500)	Dollar symbol not required. Refer to guidelines for funding limits. Must be a dollar amount.			Photo to be geotagged and name photo as per address
		☐ New Shetler (max \$30,000) ☐ Connecting Footpath (max \$3,000) ☐ Minor Boarding Point (max \$1,250) ☐ Secuirty Lighting (max \$3,000) ☐ Signage (max \$1,250) ☐ Standard Bus Stop Hardstand (max \$4,000)			☐ Community Transport ☐ Local Service Bus Operator ☐ Long Distance Coach/Tour Operator ☐ NSW TrainLink ☐ School Bus ☐ Other	

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	☐ Street Furniture (max \$2,000)				
	☐ Tactile Ground Surface Indicators (max \$3,000)				
	☐ General Repairs (max \$4,000)				

Community and Operator Consultation and Supporting Letters

As per the guidelines 2.1.2 Community and operator consultation, please attach letters of support from the local community and transport service providers to support each project

This forms part of the Assessment Criteria:

- does the application demonstrate the community and the service operator support the proposal?

Attach files

Attach a file:

Total Requested Funding and Projects

New Shelters

Enter total number of New Shelters requested *

Must be a number.

Enter total funding requested for New Shelters *

Must be a dollar amount.

Upgrades

Enter total number of Upgrades requested *

Must be a number.

Enter total funding requested for Upgrades *

Must be a dollar amount.

Special Infrastructure Project (SIP)

* indicates a required field

SIP Information

Special Infrastructure Projects (SIPs) will be considered from the opening round on 1 July, until the closing date of 31 August as per the applications of the infrastructure projects. Undersubscription of this allocation will have this budget redistributed evenly into the regions. SIPs may be identified by the community in consultation with regional TfNSW staff

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or directly by TfNSW. Applications are made and received on behalf of a collaborative body through the Grants Manager at cptigs@transport.nsw.gov.au

Special infrastructure projects require exceptional circumstances that cannot be met within the existing guidelines. To be successful they require collaboration, should be innovative and be a joint approach from councils, bus operators and other interests such as NSW TrainLink. The Grants Manager can be approached to provide advice on eligibility and on structuring a submission for a special infrastructure project.

Please read the guidelines thoroughly.

Identify the need If you have identified a need in your community that you believe could be supported with a special infrastructure project then you should discuss this with the Community Partner. The Community Partner will undertake a preliminary assessment of the concept and its suitability.

Level of support TfNSW will provide a subsidy for the cost of the project. The level of support will be determined by the quality and scope of the application and the funding available.

- **Concept and costing** Following this preliminary assessment you may be required to provide a business case detailing:
 - the project and its benefit to passengers;
 - why it is innovative;
 - how it integrates and supports strategies and initiatives under the Future Transport Regional NSW Services and Infrastructure Plan;
 - the partners within the joint approach; and
 - costing and plans for the project. Applicants should ensure the project complies with all relevant standards, including but not limited to: Disability Standards for Accessible Public Transport, available from
 - <https://infrastructure.gov.au/transport/disabilities/index.aspx>
 - <https://www.infrastructure.gov.au/infrastructure-transport-vehicles/transport-accessibility/whole-journey-guide>
 - <https://www.legislation.gov.au/Series/F2005B01059>

Project Timeframe

- All works must be completed within two years from the date of the Program Acceptance Form, stating submission outcomes.
- Extension of Time variations are not eligible under this round
- Recipients are to advise TfNSW immediately of any change or impediment to completing projects according to scope, time and quality expectation
- Termination of projects prior to their completion may result in a request to return the initial payment.

New Section

Enter a brief overview of the Special Infrastructure Project *

SIP Project Value

Enter total funding requested for the Special Infrastructure Project *

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Must be a dollar amount.

Add the total value of the project *

Must be a dollar amount.

SIP Upload proposal documents

SIP Upload proposal documents

Please upload all supporting documents and the proposal *

Attach a file:

Budget

* indicates a required field

Total Amount Requested

*

\$

Please include New Shelter, Upgrades and Special Infrastructure combine total

Expenditure

Please include all expenditure items that you are seeking to fund under the grant.

Please note, these items must be eligible under the grant as per the guidelines.

HINT:

Description: please have one line for each time. EG New Shelters, Upgrades, Special Infrastructure

Type: please select 'infrastructure'

Amount Budgeted : this is the total of all the 'New Shelters' applied for. eg 2 Shelters would be \$30,000.

Notes: please enter how many 'New Shelters' you have applied for. Eg; 2 new shelters

Eg Line 1:

- Description - New Shelters
- Expenditure - Infrastructure
- Amount Budgeted inc GST - \$30,000
- Notes - 2 New Shelters

Eg Line 2:

- Description - Upgrades

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- Expenditure - Infrastructure
- Amount Budgeted inc GST - \$36,000
- Notes - 8 upgrades

Expenditure description	Expenditure type	Amount Budgeted (ex. GST)	Notes
		Must be a dollar amount.	

Outcomes

Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes	How does your intended outcome link to the Program outcomes?	Explanatory notes
What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Please explain how your intended outcome helps contribute to the Program Outcomes.	Add notes if you need to provide more context.

Declaration and Authorisation

* indicates a required field

Declaration

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The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title First Name Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

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You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

GMS-SGO/Locn/2025 v2.0