Transport
for NSW

Sharing Scheme Grant Program

Guidelines

July 2026

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NSW GOVERNMENT

OFFICIAL

Acknowledgement of Country

Transport for NSW acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

Many of the transport routes we use today — from rail lines, to roads, to water crossings — follow the traditional Songlines, trade routes and ceremonial paths in Country that our nation's First Peoples followed for tens of thousands of years.

Transport for NSW is committed to honouring Aboriginal peoples' cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

Grant Program Details	
Opening date	22 July 2026
Closing date	31 March 2027 or once funding for the round is exhausted, whichever comes first (applications will re-open 1 July 2027 - 31 March 2028 and 1 July 2028 - 31 March 2029)
Application outcome date	Rolling assessments from August 2026 to June 2029. Outcomes will generally be notified within six weeks of application submission.
Project delivery timeframe (for successful applications)	Within 6 months of execution of funding deed
Project acquittal timeframe (for successful applications)	Within 4 weeks of project delivery completion, unless otherwise agreed
Decision-maker	Director, E-micromobility and Innovation, Active Transport, Design and Activation, Transport for NSW
NSW Government Agency	Transport for NSW
Type of grant opportunity	Demand-driven or 'first-in, first-served'
Grant value (initial available funding for the program and the available individual grant amounts, excluding GST)	Grant program value (over 3 years): $6.6 Million Eligible authorities can apply for individual grant amounts of up to a maximum of $200,000 (ex. GST) per application, and can make further applications if they do not have an open application or grant Eligible authorities will also be able to make a one-off application for additional funding (with no pre-defined cap) for works and activities already completed/ or in delivery, subject to the requirements set out in these guidelines
Grant review cadence	The Program, including the rate card, will be reviewed annually to account for market changes, prescribed rates and any other necessary adjustments.
Enquiries	Sharing Schemes Team: Active Transport, Design and Activation, Transport for NSW sharingschemegrants@transport.nsw.gov.au

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Message from the Minister



Across the world, sharing schemes are growing in popularity, and the experience in NSW is no different.

In the first quarter of 2026 alone, there were over 2.85 million trips on shared devices in NSW, double the number taken over the same time in 2025.

These trips are helping us cut congestion, demand on parking and emissions, and grow local economies.

However, poorly parked shared e-bikes can obstruct footpaths, affect public amenity and create safety risks for pedestrians.

The NSW Government is introducing a new statewide regulatory framework to support safe, accessible and well-managed sharing scheme services that meet community expectations.

The new laws equip the State Government land managers and councils with powers to set and enforce restrictions on where shared devices can go and how they must be parked.

To support effective implementation, we need to work together to deliver marked parking bays, provide clear guidance on where riders can and cannot park, and support education programs that promote helmet use and safe riding and parking behaviours.

I encourage councils and State Government land managers to apply early and help ensure shared bikes can operate as part of the active transport network safely, sustainably and with respect for local communities.

The Hon. John Graham

Minister for Transport

1

Overview of grant program

1. Grant program overview

1.1 Background

E-micromobility can help shape a more flexible and connected transport network. It gives people more travel choices, particularly for short trips, and can reduce reliance on cars. These benefits can support riders and the wider community across urban, regional and remote NSW.

Shared e-bikes and other approved shared micromobility devices are provided by private companies, known as sharing scheme operators. These devices are available for people to rent and are usually parked in public spaces, so they are easy to find and use. Shared devices are becoming an important part of the transport network by connecting people to public transport and making short journeys easier.

Shared devices are a valued transport option for many people in NSW. However, poor rider behaviour and limited parking infrastructure can lead to devices being parked in ways that block pedestrian access, create safety risks and add clutter to public spaces.

Transport for NSW is committed to integrating shared devices into the transport network in a way that is safe, accessible and respectful of local places. The NSW Government is introducing a new regulatory framework that gives State Government land managers and councils powers to set and enforce rules about where shared devices can be used and how they must be parked. This includes the ability to issue fines to operators for poorly parked devices.

To support the new framework, Transport for NSW, councils and land managers need to work together to deliver marked parking bays, make parking rules clear, and support education programs that encourage safe riding, helmet use and responsible parking.

1.2 Purpose of the grant program

The grant program supports pre-defined works and activities that help integrate shared devices into the transport network and improve community amenity, accessibility and safety.

The program is available to authorities[1], including local councils and eligible State Government land managers, to support shared device parking and education activities in their areas.

Funding may support off-street and on-street treatments, including marked parking bays, supporting infrastructure, wayfinding, maintenance, renewal and targeted community education activities.

The Program aims to:

- reduce financial barriers to delivering shared device parking
- provide upfront funding for infrastructure and education programs that support safe and compliant use of shared devices
- promote micromobility as a safe, accessible and sustainable transport option in NSW

[1] As defined under Schedule 7 of the draft Road Transport (General) Amendment (Micromobility Shared Arrangements) Regulation 2026

- improve safety for riders, pedestrians and the wider community
- reduce the impact of shared devices on public amenity and the environment
- support a funding approach that reflects the costs of operating and regulating sharing scheme services
- help Transport and the NSW Government understand total investment in infrastructure that supports sharing scheme services across NSW.
- allow authorities to seek retrospective reimbursement for eligible infrastructure or education activities already delivered (or being delivered) to support sharing schemes in their area. For more information on retrospective funding, see **sections 2.5 and 3.3.2.**

1.3 Grant value

The Program has initial funding of $6.6 million over three years. Applications will close when all funding has been allocated, or on 31 March 2029, whichever occurs first. The NSW Government may choose to increase available funding to meet demand.

No co-contribution is required from an applicant to apply for funding. Applicants can apply for up to $200,000, excluding GST, for eligible planned works or activities listed in the rate card at **Appendix 1**. Funding can support:

- minor works to install or improve dedicated parking bays for shared devices; and/or
- targeted education initiatives that promote safe and compliant use and parking of shared devices.
- Applicants may seek funding for a mix of minor works and education items. The total amount for one application must not exceed $200,000, excluding GST.

Applicants may also seek retrospective funding for eligible works and activities completed (or in delivery) before the Program launched. There is no pre-defined cap for this funding. Applicants may submit only **one** retrospective funding application. This must be submitted as a standalone application and must be submitted before any applications for planned works. A separate application is required for planned works.

This approach supports fair and efficient use of public funds by linking grant amounts to demonstrated need and expected public benefit.

1.4 Operator fees and funding the Program

As part of the reform, approved operators will pay fees directly to authorities for each trip that starts in their operating area. Authorities can use these fees to help cover the costs of managing sharing schemes in their area, including setting and enforcing operator conditions and administering authorisations.

Transport for NSW will also receive operator fees for each trip that starts in NSW. These fees support Transport for NSW's regulatory functions and help fund this Program.

1.5 Administering the Program

The program will be administered by Transport and will use a demand-driven / 'first -in, first served' approach to enable authorities to rapidly deliver minor infrastructure works and targeted education programs to support safe rider behaviours and compliant use and parking of shared devices. No co-contributions apply for this Program.

1.6 Relevant legislation and regulation

The NSW Government has introduced reforms to create a statewide regulatory framework for micromobility sharing schemes. These reforms are supported by amendments to the *Road Transport Act 2013* and supporting regulations, including the *Road Transport (General) Amendment (Micromobility Shared Arrangements) Regulation 2026*.

1.7 Alignment with NSW Government policy priorities

The eligibility and assessment criteria in **section 2** support NSW Government policy objectives, including:

- promoting E-micromobility as a safe, accessible and sustainable transport option for people in NSW, consistent with the *E-micromobility Action Plan*
- improving road safety outcomes, consistent with the *NSW Road Safety Action Plan 2026* and the *E-micromobility Action Plan*. The Program supports this by funding parking that reduces pedestrian safety risks and education initiatives that improve rider safety.

1.8 Definitions

Applicants should refer to the *Road Transport Act 2013* and the *Road Transport (General) Amendment (Micromobility Shared Arrangements) Regulation 2026* for definitions used in these Guidelines. This includes definitions of:

- Authorities
- areas of operation
- micromobility vehicles
- micromobility sharing scheme service.

1.9 Grant structure

The Program uses a demand-driven, rolling grants process. Applications that meet the eligibility and assessment criteria may be approved until available funding is exhausted. Applications that satisfy both the eligibility and assessment criteria are approved, up to the limit of available funding.

1.10 Grant timeframe

Table 1: Expected Program timeline

Target date	Milestone	Activities
29 June 2026	Program announced	Eligible authorities are notified about the grant opportunity.
22 July 2026	Applications open	Website, guidelines and FAQs are published. Online applications open for eligible applicants.
31 March 2027[2]	Applications close	Applications close for year 1.
Ongoing from August 2026 to May 2027	Rolling assessments and notification of outcomes	Applications are assessed on a rolling basis, generally within six weeks of submission, until funding is fully committed or applications close.
Ongoing from August 2026 to June 2027	Execution of funding deed	Successful applicants review and sign funding deeds within four weeks of receiving them.
Ongoing from August 2026 to December 2027	Project delivery	Funded authorities deliver works within six months of executing the funding deed, in line with required statutory documentation for sharing scheme projects.
Ongoing from March 2027 to January 2028	Grant acquittal	Grant acquittal is completed within four weeks of project completion.

Note: Grant applications will re-open from 1 July 2027 to 31 March 2028, and from 1 July 2028 to 31 March 2029.

[2] Grant closes for new applications in March annually to allow for enough time to assess, advise and execute the funding deed within the financial year. The Grant Program will close in March 2029.

2

Eligibility

2 Eligibility

2.1 Eligible entities

To be eligible to apply for a grant, organisations must:

- be an authority as defined in Schedule 7 of the *Road Transport (General) Amendment (Micromobility Shared Arrangements) Regulation 2026*; and
- have sharing scheme services operating or planned to operate in their jurisdiction.

2.2 Eligible works

Applicants can apply for a grant for eligible works as detailed in **Table 2**. A full breakdown of specifications for each category of eligible works is provided in **Appendix 1**: Grant Rate Card.

Applications can be made for works yet to commence (refer to **section 2.4**) and/or works completed or in delivery before the program was launched (refer to **section 2.5**).

Table 1: Eligible works

Eligible works	Description
Off street/on footpath dedicated marked shared device parking bay	• Full installation of line marking including pre-installation planning • Using stencil designed by Transport (unless otherwise agreed upon)
On-street dedicated marked shared device parking bay	• Full installation of line marking including pre-installation planning • Using stencil designed by Transport (unless otherwise agreed upon) • Provision and installation of Regulatory signage • Road safety barriers
Bike racks, or other physical infrastructure	• Bike racks • Hardstand designated parking bays
Minor works	• Kerb ramps, kerb buildouts, rails, bollards
Wayfinding	• Signage to locate dedicated parking bays and directional signage/decals
Community education programs/ initiatives	• Community education and awareness programs that promote improved rider behaviours and support safe, compliant, and inclusive riding and parking. • This may include (but is not limited to) paid advertising, signage, learn to ride courses delivered in partnership with operator/s. • Education/awareness initiatives must use Transport approved messaging (unless otherwise agreed upon).

2.3 Ineligible works

Works that have already received alternate funding are not eligible under this Program. Applicants must declare that they have not secured funding for the proposed works directly from operators, through a Memorandum of Understanding, or through other grants or government sources, excluding regulated fee-per-trip revenue.

2.4 Applications for works yet to commence

2.4.1 Achieving value for money: the rate card

Applicants must use the grant rate card to select from a suite of pre-defined eligible works. Each item has an established scope, deliverables, and indicative cost to support value for money and reduce administrative burden. The rate card is provided at **Appendix 1**.

The rate card sets standardised unit costs for eligible activities, including line-marking, minor infrastructure works, renewal and community education programs. Rates are based on industry-benchmarked market pricing and prior delivery experience and include overhead costs.

In their application, applicants must identify the works they propose to deliver, including quantities, locations and a clear justification for the selected locations and delivery approach. Supporting documentation must be provided in accordance with **Table 3, section 3.3.1**.

Total funding will be calculated by applying the agreed rate card costs to the selected items, up to a maximum grant value of $200,000, excluding GST. This approach streamlines application and assessment processes, and supports consistent, transparent and value-for-money decisions across all applications.

Authorities are responsible for any project delivery costs that are not covered by the pre-defined rate card items or that exceed the standardised unit costs. In exceptional circumstances, Transport for NSW may consider works that fall outside the pre-defined rate card items or standardised unit costs. The total grant value must still not exceed $200,000, excluding GST, and the applicant must clearly demonstrate how the proposed works align with the Program outcomes.

Authorities seeking a variation from the rate card must:

- clearly state the funding amount sought; and
- provide clear justification and supporting evidence for the variation, including how it represents value for money.

2.4.2 Alignment to the NSW Sharing Scheme Bike and Micromobility Device Parking Guidance

Applicants must ensure all works for which funding is sought are consistent with Transport for NSW's *Bike and Micromobility Device Parking Guidance*. Where proposed works are not consistent with the guidance, applicants must provide a detailed justification for why the works should be considered.

2.5 Applications for completed works

Eligible authorities can also apply for a grant for eligible works delivered or commenced before the launch of the Program, where it can be clearly demonstrated that the works directly align with the Program objectives.

Applicants **may only apply once** for works completed or in delivery before the launch of the Program.

Applying for works previously delivered **does not** preclude an authority from applying for a subsequent grant for future eligible works.

To apply for a grant for completed works:

- the same eligibility criteria apply (refer to **sections 2.1 and 2.2**)
- a separate application is required.
- applicants must include details of the specific works delivered, including quantities, timing, locations, justification for the approach and evidence of expenditure. The rate card does not apply to completed works. Supporting documentation must be provided as detailed in **section 3.3.2** - **Table 4**.

Eligible authorities claiming for completed works and activities must include all claims in one application. No subsequent applications for completed works will be accepted.

3

Application process

3 Application process

3.1 How to apply

The Program will use a demand-driven / 'first-in, first-served' approach.

This means that applications will be assessed in the order they are received and those that satisfy both the eligibility criteria **(see section 2)** and the assessment criteria **(section 4.3)**, will be approved up to the maximum value of the available funding. For retrospective funding, applicants may submit one application only and must include all retrospective funding requests in that single submission.

Where applicants have received funding under the Program, depending on demand, priority may be given to an applicant that has not yet received funding, or is underserved in terms of shared device parking.

Applicants may submit a separate application for planned works, provided it meets the Program requirements, however, retrospective funding applications must be completed before any application for planned works can be lodged.

Applications **must** include all supporting documentation as outlined in **section 3.3**.

To apply:

1. Familiarise yourself with the requirements set out in these guidelines, including the eligibility and assessment criteria, and the *Bike and Micromobility Device Parking Guidance*.
2. Complete and submit your application via the SmartyGrants portal, including required documentation as detailed in **section 3.3**.
3. Ensure all required supporting documentation is included before submitting the application.

As this is a demand-driven / 'first-in, first-served' grant, no specific submission date is necessary. Applications will be accepted on a rolling basis each year until March 2029, or until a total program funding has been allocated, whichever comes first.

Applicants will receive an automatic acknowledgement of application receipt. Applicants will generally be notified of the outcome of their application within six weeks of submission (refer to **section 5.1**).

Applicants should provide clear and relevant information at the time of initial submission. Applications that do not clearly and sufficiently respond to the criteria may be found ineligible and may not be given the opportunity to provide additional information.

If an applicant applies after total Program funding has been allocated but before the application closing date, they will be notified that the funding round has closed. Applicants will need to submit a new application as part of the next round.

3.2 Support available to applicants

To help applicants prepare their application, additional information and resources are available via the NSW Grant Finder website and through the application process, or by directly contacting: sharingschemegrants@transport.nsw.gov.au.

Transport for NSW can provide information to potential applicants on the interpretation of these Guidelines, including the types of projects eligible for funding, and can provide support materials to assist with the application process.

Applicants are encouraged to seek advice from their legal, business and financial advisors to determine the suitability of the funding before applying. Application support and further information are available via sharingschemegrants@transport.nsw.gov.au.

3.3 Supporting documentation requirements for applications

All applicants must provide appropriate evidence and documentation to support assessment of their application.

This is to ensure Transport assessors can:

- confirm the eligibility of the applicant (refer **section 2.1**)
- confirm the eligibility of the works proposed for funding (refer **section 2.2**)
- assess the application (refer **section 4**)
- ensure value for money and safety outcomes are achieved.

For all applications, applicants must provide:

- the name and address of the applicant (entity)
- ABN
- a key contact for the application, including email address and contact phone number
- an Executive Letter of approval from the General Manager, Chief Executive Officer or Executive Committee confirming:
    - that no alternate funding has been provided for the nominated works, including funding directly from an operator, funding through a Memorandum of Understanding with an operator, or funding through other grants or government sources, except regulated fee-per-trip revenue
- evidence of public liability insurance.

Applicants must state whether their application is for planned works, works in delivery or completed works.

3.3.1 Works yet to commence

Table 2 details the supporting documentation required for grant applications for works yet to commence.

Table 2: Supporting documentation required for grant application - works yet to commence

Criteria	Example evidence required

Planned works	The application **must** include a completed rate card, with a justification of the works and location(s) proposed.
	
	For applications related to physical infrastructure, the application **must** also include, but is not limited to:
	
	• a spreadsheet detailing:
	  ○ proposed locations including GPS coordinates
	  ○ asset type
	  ○ asset sizes
	  ○ classification of each on-street site (as green or amber) (using the *Bike and Micromobility Device Parking Guidance – Section 8.1 – On-street shared device parking*.
	  ○ photographs of site locations (labelled to align with the spreadsheet provided).
	
	For applications related to education initiatives, the application **must** also include a detailed plan, including but not limited to:
	
	• target audience/s including target reach
	• target behaviours
	• a description of the initiative/s or activities proposed and timings
	• delivery method (including proposed use of third parties)
	• for communications campaigns: use of Transport approved messaging (unless otherwise agreed upon) + channels.

Deliverability, capacity, and expertise	Evidence may include but is not limited to: • project plan and project milestones including risk assessment and management plan, probity plans, consultation reports, and governance arrangements • whether a third party will be engaged to deliver works and the proposed procurement approach • statements outlining experience delivering like works, and capability and capacity to deliver • a clear framework to monitor progress and measure performance against items within the project plan
Community needs and benefit	Community need and benefit Applicants **must** outline: • how the proposed works will meet local community needs and deliver community benefits • any engagement with the community and stakeholders carried out or proposed to support delivery of the works, including evidence of council endorsement where relevant

Criteria	Example evidence required
Safety outcome	For applications related to physical infrastructure, the applicant **must** include documentation of: • any safety considerations and how these will be addressed for each site, including how risks arising from the works will be mitigated. This should include any relevant safety audits or risk assessments • accessibility considerations for delivered infrastructure. For applications related to education initiatives, the applicant **must** include: • an explanation of the safety risks and issues the initiative or works will address, and how they will be addressed.
Value for money	Applications must: • outline how the planned works and activities represent an efficient use of funds, contribute to the requirements of the grant, and align with the outcomes and objectives of the Program.
Previous funding through Program	Nil evidence required. Transport for NSW will review grants records. *NB: Where applicants have received previous funding under the Program, priority may be given to an applicant who has not yet received funding or is underserved in terms of shared device parking.*
Council endorsement	Applications **must** include evidence of council endorsement for the items sought through the grant. Evidence may include: • Council meeting minutes • Community consultation reports.
Declaration and audit rights	Evidence **must** include: • signed declaration of accuracy and truthfulness, in accordance with the requirements of the application form • agreement to audit and site inspection, if required • record retention commitment

3.3.2 Works completed or in delivery

Table 4 details the supporting documentation required for grant applications for works already completed or in delivery at the time the Program was launched.

Table 3: Supporting documentation required for grant applications – works completed

Criteria	Evidence Required

Delivered works	For applications related to physical infrastructure, the applicant **must** include:
	• a spreadsheet detailing:
	  ○ locations of as-built works including GPS coordinates
	  ○ asset type
	  ○ asset sizes
	  ○ classification of each on-street site as green or amber using the *Bike and Micromobility Device Parking Guidance, section 8.1 – On-street shared device parking*
	• photographs of site locations (labelled to align with the spreadsheet provided).
	
	For applications related to education initiatives, the applicant **must** also include a detailed report, including (but not limited to):
	• target audience/s including target reach
	• target behaviours
	• a description of the initiative/s or activities delivered and timings
	• delivery method (including proposed use of third parties)
	• for communications campaigns: use of messaging + channels.

Deliverability, capacity, and expertise	Evidence that the works were delivered in line with expected standards and timeframes, with relevant approvals obtained.
Community needs and benefit	Applicants **must** outline: • how the proposed works met local community needs and delivered community benefits • any engagement with the community and stakeholders carried out to support delivery of the works
Safety outcome	For applications related to physical infrastructure, the applicant **must** include documentation of: • planning approvals or exemptions • traffic or road authority approvals, if required • any safety considerations and how these were addressed for each site, including how any risks arising from the works were mitigated. This should include any relevant safety audits or risk assessments • accessibility considerations for delivered infrastructure. For applications related to education initiatives, the applicant **must** include: • an explanation of the safety risks and issues the initiative or works addressed, and how they were addressed.

Criteria	Evidence Required
Value for money	Evidence **must** include: • paid invoices or other evidence of expenditure aligned to works delivered • proof of payment, such as bank statements or remittance advice Where applicants have engaged external third parties to deliver works on their behalf, evidence **must** include: • procurement method used (e.g. open tender, panel, direct source justification) • evaluation summary or supplier selection rationale • conflict of interest declarations • project quotes and benchmarking against market rates, if available • a detailed budget breakdown that demonstrates appropriate and cost-effective options for work delivered • details of how the works represent value for money and contribute to the objectives and outcomes of the Program.
Previous funding through Program	Nil evidence required. Transport for NSW will review grant records. *NB: Where applicants have received previous funding under the Program, priority may be given to an applicant who has not yet received funding or is underserved in terms of shared device parking.*
Declaration and audit rights	Evidence **must** include: • signed declaration confirming the information provided is accurate and truthful, as required by the application form • agreement to audit and site inspection, if required • record retention commitment.

4

Assessment criteria and process

4 Assessment process

4.1 Eligibility assessment

Transport for NSW will conduct an initial eligibility check on applications received against the eligibility criteria in **section 2**.

Applications will be assessed on a pass/fail basis. Applications that do not meet one or more eligibility criteria will not progress further. Only eligible applications will proceed to panel assessment.

4.2 Assessment of grant applications

The Program is demand-driven. Applications that meet the assessment requirements in **sections 3.3** and **4.3** may be approved, subject to available funding.

Applicants should provide clear and relevant information when they submit their application. Applications that do not clearly and sufficiently address the criteria may be found ineligible and may not be given an opportunity to provide further information. Where an application response is unclear, later eligible applications may be considered for funding first.

4.3 Assessment criteria and approach

Applications will be assessed against the criteria in **Table 5** on a pass/fail basis. Each application will be independently assessed against each criterion, based on the quality of the response and supporting evidence provided.

To be recommended for funding, an application must pass each assessment criterion and demonstrate alignment with the Program requirements.

This approach:

- promotes consistency and transparency in the assessment process
- aligns assessment outcomes with the Program's policy and delivery objectives.

The assessment approach will be applied consistently across all applications. Outcomes will be subject to appropriate governance and moderation to support fair, robust and transparent decision-making.

Together, the eligibility and assessment criteria support successful applications that align with NSW Government policy objectives, including:

- promoting E-micromobility as a safe, accessible and sustainable transport option for people in NSW, consistent with the *NSW E-micromobility Action Plan 2025*
- improving road safety outcomes, consistent with the *NSW Road Safety Action Plan 2026* and the NSW *E-micromobility Action Plan 2025.* The Program supports this by funding parking facilities that reduce pedestrian safety risks and education initiatives that improve rider safety.

Table 5: NSW Government Sharing Scheme Grant Program - assessment criteria

Criteria	Notes
Deliverability, capacity, and expertise	Planned works – have been well planned, and the applicant has the capacity and expertise to deliver the project in the required timeframe. Completed works – are compliant and delivered in line with expected standards.
Community need and benefit	Proposed or completed works meet community need, have community support, and deliver community benefits.
Safety outcome	Proposed or completed works adequately consider and address safety issues.
Value for money	Proposed or completed works represent efficient use of funds in line with program objectives.
Previous funding through Program	Authorities may submit multiple grant applications, provided they do not have a concurrent open application or grant. Applications will be assessed against need, and priority may be given to authorities that have not yet received funding or are underserved in terms of shared device parking.

4.3.1 Assessment approach for retrospective funding

Funding for eligible retrospective projects is not subject to a predefined funding cap. However, all applications seeking retrospective funding will be subject to a rigorous review against the assessment criteria to ensure:

- the appropriateness and strategic merit of the identified location(s)
- the proposed expenditure represents value for money
- alignment with the Bike and Micromobility Parking Guidance and applicable safety requirements; and
- clear alignment with program outcomes.

The assessment process will involve a detailed review of project documentation, costs, delivery outcomes, and other supporting evidence.

To ensure equitable access to funding and effective program administration, only one application for retrospective funding will be considered from each applicant for the duration of the program.

Applicants are therefore encouraged to include all eligible retrospective projects (including community education activities, where appropriate) and associated costs within a single submission.

4.3.2 Management of components (projects) that do not meet the assessment criteria

Where one or more components (projects) in an application for retrospective funding do not satisfy the assessment requirements, but other components (projects) in the application do, the application will not automatically be excluded from consideration.

The assessment panel will recommend the removal of those component(s) that do not meet the assessment requirements from the funding assessment, and the remaining component(s) will continue to be assessed on their merits.

In this instance, the applicant will be notified of any component/s that are deemed unsuccessful, the reasons for the determination, and the resulting adjustment to the funding amount under consideration.

Applicants will be provided the opportunity to respond to the assessment determination, which may result in an opportunity to supply additional information or clarification where this may reasonably assist the assessment process.

This approach ensures that otherwise meritorious components are not disadvantaged by the inclusion of individual components that do not satisfy program requirements, while maintaining fairness, transparency, and value for money in the allocation of grant funding.

Where an applicant seeks to provide additional information or clarification for components of their application, their entire application will be paused and assessment of other applications will take priority, in line with the demand driven / ‘first-in, first-served’ approach of the program. Once the applicant provides the additional information, their application will once again be given priority.

This process for managing components of an application applies only for applications for retrospective funding. An application for planned works that contain any components (projects) that do not meet program requirements, will be deemed unsuccessful in its entirety.

5

Successful grant applications

5 Successful grant applications

5.1 Notification of application outcome

Applicants will be notified in writing on the outcome of their application **up to six weeks** from application submission. Successful applicants will receive details of the funding offer, with the funding deed to be signed and executed (refer **section 5.3.1.**).

Any feedback on the outcome of the applications must be requested in writing. Any questions about grant decisions must be sent to sharingschemegrants@transport.nsw.gov.au

5.2 Publication of grants information

Information about the grants awarded and grant recipients will be made available on the NSW *Government Grants and Funding Finder* no later than 45 calendar days after the grant deed takes effect.

This information is also open access information under the *Government Information (Public Access) Act 2009 (NSW).* It must be made publicly available unless there is an overriding public interest against disclosure. Records relating to grant decisions will be managed in accordance with the *State Records Act 1998 (NSW).*

5.3 Grant agreement

5.3.1 Funding deed

A funding deed will be issued to successful applications via SmartyGrants **within six weeks** of application submission. Applicants will be required to review and sign the funding deed **within four weeks** of its receipt.

Payment of funding is conditional on the successful applicant entering into a funding deed with Transport within the timeframes. The funding deed will set out the funding recipient's obligations. For planned works, these include, but are not limited to:

- commitment to deliver the project within the required timeframe of six months
- regular project progress reports and other reporting requirements
- milestones and payments
- acknowledgement of the financial support by the NSW Government
- a requirement to not make any financial commitments until funding deeds are executed
- monitoring and acquittal requirements
- repayment of unspent funds
- being responsible for any project cost overruns
- acceptance of responsibility for ongoing asset ownership and maintenance, where applicable
- participating in a program evaluation or audit to determine the extent to which projects have contributed to the program objectives.

The NSW Government makes no binding commitment to an applicant unless and until both parties sign a funding deed.

5.3.2 Project management

Grant recipients are responsible for delivering the project and meeting all project requirements and milestones. This includes obtaining relevant approvals, complying with applicable regulation or approval conditions, and completing the project in accordance with the funding deed.

5.3.3 Consultation with the community and other key stakeholders

The grant recipient will be responsible for monitoring during the project and may be required to adjust aspects of the project as needed in response to feedback from the community and other key stakeholders.

Evidence of consultation with community and other key stakeholders is a requirement in the project milestones and may follow general community consultation processes of the authority.

5.3.4 Project variations

Projects will need to be delivered in line with the funding deed and project plan. Grant recipients will need to request any changes to approved projects in writing to Transport.

Change requests will be assessed against their impact on the approved project's purpose, scope, timing and conditions. Changes will only take effect once all parties have agreed to a formal variation. Variations that increase the total grant amount above $200,000, excluding GST, will not be approved.

If approved, information on the *NSW Government Grants and Funding Finder* may be updated to reflect the project change.

5.3.5 Acknowledgement of funding

Grant recipients must acknowledge the funding contribution from the NSW Government in all communications and media for the project as per the requirements outlined at the *Sponsorship and Funding Acknowledgement webpage.*

5.4 Grant payment

Unless expressly stated otherwise, all amounts payable under a funding deed for the NSW Sharing Scheme Grant Program are exclusive of GST. Where GST applies to a taxable supply under the funding deed, the recipient must pay the supplier an additional amount equal to the GST payable.

5.4.1 Grants for works yet to commence

Payment of funding will be conditional to be used only for the approved project and in accordance with the funding deed. For planned works, 90 per cent of funding will be paid on execution of the funding deed, with the remaining 10 per cent paid after project completion and acceptance of final reporting.

A final acquittal and project report will be required within four weeks of completion of the project. Timing and requirements may be varied at Transport's discretion, depending on the scope and risk of the project.

Unspent funds

Any unspent funds must be returned to Transport as part of the acquittal process or as outlined in the funding deed.

5.4.2 Grants for works completed

Funding for completed works is conditional on sufficient evidence being provided. For approved retrospective applications, 100 per cent of eligible funding, as determined through assessment, will be paid after the funding deed is signed.

5.5 Program acquittal and evaluation

Grant recipients will be required to submit a final project report to Transport within four weeks of project completion, and as outlined in the funding deed.

Grant recipients will also need to provide a final acquittal report through SmartyGrants at the completion of project, including a signed Statement of Expenditure. This needs to be approved by Transport before any new grant application can be made. After acquittal, authorities can make a further application for another round of grant funding.

A program evaluation will be undertaken to determine the extent to which the Program has met its objectives.

6

Additional information and resources

6 Additional information and resources

6.1 Complaints handling

Complaints about the grant process

Complaints about the grant process should be made through *Transport's complaints process.*

Complaints will be managed in accordance with the *Transport for NSW Complaint Handling Policy.*If you have a question about a grant decision for this grant opportunity, email: sharingschemegrants@transport.nsw.gov.au.

If you do not agree how Transport has handled your complaint, you may complain to the NSW Ombudsman. The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the relevant department. Visit the NSW Ombudsman at *www.ombo.nsw.gov.au.*

6.2 Decision-making and source agency

The Minister for Transport has approved the Sharing Scheme Grant Program. Transport for NSW is the sole agency responsible for administering the Program. Transport for NSW, is the delegated decision-maker for grant approvals. Assessment panel recommendations are advisory and will be considered by the delegated decision-maker before approval.

6.3 Access to information

The *Government Information (Public Access) Act 2009* (GIPA Act) provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency, including Ministerial offices. Access to government information is only restricted where there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Applicants should note that documents submitted as part of this grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52. Commercially sensitive information will be considered in accordance with applicable disclosure requirements.

The GIPA Act makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available.
- encouraging government agencies to release as much other information as possible.
- giving the public an enforceable right to make access applications for government information.
- restricting access to information only when there is an overriding public interest against disclosure.

6.4 Privacy Policy

Transport is required to comply with the *Privacy and Personal Information Protection Act 1998*. Transport collects the minimum personal information you voluntarily provide to enable it to contact an organisation and to assess the merits of an application.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Applicants must ensure that people whose personal details are supplied with applications are aware that Transport is being supplied with this information and how this information will be used.

6.5 Probity advice

Transport for NSW is committed to probity, public accountability and delivering best value for the community, stakeholders and Government.

An independent probity advisor has been engaged for the Program to advise Transport for NSW and the assessment panel on integrity, fairness and accountability throughout the application, assessment and decision-making process. This supports transparent, impartial and value-for-money funding decisions for NSW.

Transport for NSW will also implement appropriate internal probity controls to ensure fairness, equity, and transparency. These include:

- clearly defined and publicly available eligibility and assessment criteria
- consistent application of assessment processes across all applications
- mandatory declaration and active management of conflicts of interest by all panel members involved in assessing applicants via the Program, and any others that may arise throughout the Program
- appropriate delegations for assessment and approval that allow for governance
- auditable and documented decision-making and record keeping supporting justification of outcomes.

The NSW Government Sharing Scheme Grant Program will be delivered in accordance with the *NSW Grants Administration Guide*, to ensure funding decisions are made with integrity, impartiality, and accountability.

Appendix 1 – Grant Rate Card

Footpath parking				
P1	**Design Specification FP1** - 5000MM x 1800MM Bay Config New Installation	Surface preparation, instructional stencil and line-marking. Recommended bay dimension to be based on the standard reference design	Per bay	**$2,000**
P2	Removal of existing Installation	Removal of existing decal and surface reinstatement	Per bay	**$600**
P3	Wayfinding signage for parking bays	Parking wayfinding signage inc. installation	Per bay	**$1,100**
Note: Larger or non-standard footpath bay dimensions may be considered where justified by site demand, available space or local context. Additional costs must be reasonable and proportionate and will be assessed against the standard footpath marked parking bay rate.				
On-street parking				
S1	**Design Specification** (Small) - 4000MM X 2000MM Bay Config Single bay - 2 x holding rail with target board	Refer to design in parking guideline for details	Per Bay	**$3,700**
S2	**Design Specification** (Medium) - 6000MM X 2000MM Bay Config Dual bay - 1x bike rack and 2x holding rails with target board	Refer to design in parking guideline for details	Per bay	**$4,900**
S3	**Design Specification** (Large) - 8000MM X 2000MM Bay Config Dual bay - 1 x bike rack and 2x holding rails with target board	Refer to design in parking guideline for details	Per bay	**$4,900**
S4	**Design Specification** (XL) - 10000MM X 2000MM Bay Config Dual bay with existing kerb ends - 1x bike rail and 2x holding rails with target board	Refer to design in parking guideline for details	Per bay	**$4,900**
S5	**Design Specification** (Small) - 4000MM X 2000MM Bay Config Single bay - 2 x Concrete Separator	Refer to design in parking guideline for details	Per bay	**$10,000**
S6	**Design Specification** (Medium) - 6000MM X 2000MM Bay Config Single bay - 2 x Concrete Separator	Refer to design in parking guideline for details	Per bay	**$10,000**
S7	**Design Specification** (Large) - 8000MM X 2000MM Bay Config Dual bay – 1x bike rack and 2 x Concrete Separator	Refer to design in parking guideline for details	Per bay	**$11,000**
S8	**Design Specification** (XL) - 10000MM X 2000MM Bay Config Dual bay - 1x bike rack and 2 x Concrete Separator	Refer to design in parking guideline for details	Per bay	**$11,000**
Notes: Bike-racks / holding rails or concrete separators may be omitted where an existing kerb extension / buildout provides suitable end protection. Deduct $790 for each omitted bike rack and $3,450 for each omitted concrete separator, subject to approved site-specific design and road authority requirements.				

Miscellaneous Pathway and Road Treatments				
M1	Conversion of kerbside car space to micromobility parking corral	Minor works to convert kerbside space for designated shared device parking, including surface treatment and basic delineation where required	Per site	**$4,200**
M2	Hazard removal / decluttering works	Removal of hazards, redundant assets or street clutter directly associated with parking bay implementation	Per site	**$6,000**
M3	Pedestrian accessibility improvements (minor kerb and pathway adjustments)	Minor kerb, pathway or access adjustments required to maintain pedestrian accessibility around parking bays	Per site	**$9,600**
Safety, Education & Awareness				
C1	Community awareness campaign (digital and local communications)	Digital and local communications to raise awareness of designated parking areas and compliant parking behaviour	Per campaign	**$20,000**
C2	Community consultation activities (stakeholder engagement activities run through social media)	Stakeholder and community engagement activities to support implementation and local awareness of shared device parking	Per project	**$1,500**
C3	Safety education events / activations (Pop-up engagement activities)	Pop-up or in-person activities to promote safe riding, compliant parking and responsible shared device use	Per event	**$5,000**
C4	Temporary corflute / banner signage for safety or event management activities to support compliant parking	Temporary signage to support safety, event management, wayfinding or compliant parking during implementation	Per application	**$750**