Get NSW Active 2027/28 Application

Instructions for applicants

Before completing this form applicants should review the Get NSW Active Grant Guidelines.

Incomplete applications and/or applications submitted after the closing date will not be accepted. Changes cannot be made to submitted applications.

You will receive a confirmation email to acknowledge your application has been received. This is an automated response from the NSW Government Grants and Funding portal. Look for an email from service@smartygrants.com.au. You may need to check your junk mail. Do not reply to this email with questions about your application.

If you have any Get NSW Active grant related enquiries,
email: activetransport@transport.nsw.gov.au

Application Number

This field is read only.

Program Details

Grant Program Name

This field is read only.
The program this submission is in.

Project Stage

* indicates a required field

What project stage are you seeking funding for? *

- ○ Strategy/plan (e.g.,walking, riding or active transport plan)
- ○ Feasibility assessment or route options assessment
- ○ Concept design
- ○ Detailed design
- ○ Project construction

Only one project stage can be selected per application.

Alignment with program vision and objectives

* indicates a required field

The questions in this section do not directly impact on application score. However, assessment panel members may review these questions to understand project context, inclusions and intent.

Get NSW Active program vision

The vision for the Get NSW Active program is to deliver initiatives that make it easier, safer and more convenient for people of all ages and abilities to choose walking and riding as a preferred mode of transport.

How will your project make it easier, safer and more convenient for people of all ages and abilities to choose walking and riding as a preferred mode of transport? *

Word count:
Must be no more than 100 words.
In your answer refer to the Program aims and objectives within the Guidelines

Application Self-Assessment Checklist (optional)

The below checklist is provided to assist applicants to self-assess the strength of their application. The more the project includes the following features the more likely it will be a strong candidate for funding. (You can tick as many boxes as apply)

Network connectivity
☐ Likely to measurably increase the number of walking and/or riding trips in the area
☐ Project is identified in a network plan or policy document
☐ Project combines multiple facility types to complete whole sections of network (e.g a footpath and raised crossing that combine to improve outcomes for people walking)
☐ Project connects to a major trip attractor or multiple local trip attractors

Design Quality
☐ Project designs align with guidance in the Design of Roads and Streets manual, Walking Space Guide and Cycleway Design Toolbox
☐ Paths meet or exceed Get NSW Active width recommendations
☐ Paths are further widened in high use/busy areas
☐ People walking and/or riding are given priority over car traffic
☐ Paths are continuous and level with few up/down undulations at driveways and crossing points
☐ Paths have a buffer that separates people from car traffic to enhance safety and comfort
☐ Paths are clear of hazards (e.g. poles, bus stops, sharp corners, fences)
☐ Sustainable design is a core component of the project (e.g. lower carbon concrete, reduced materials, recycling)
☐ Crossing treatments reduce crossing distance and include landscaping where appropriate

Place
☐ New street trees
☐ New or upgraded lighting
☐ Landscaping
☐ Reallocating existing areas of road pavement as space for walking, riding, landscaping or parklets

☐ Supporting facilities (i.e. seats, rest stops, bubblers, bike parking)
☐ Measures to slow vehicles or reduce number of vehicle volumes
☐ Public domain improvements to create places where walking and riding is comfortable and enjoyable
☐ Water sensitive urban design treatments

Safety
☐ Reduced speed limits
☐ Traffic calming measures
☐ Improved sight lines
☐ Intersection/crossing upgrades to raised facilities
☐ Increased separation or buffer between people walking/riding and motorised traffic
☐ Provides new crossing facility
☐ Takes people walking/riding off or away from road and provides separation from car traffic

Project Management
☐ Plans show path locations and widths, layouts, key features, constraints
☐ Cost estimate includes rates and quantities
☐ Project specific risk assessment undertaken
☐ Community consultation strategy or report
☐ Evidence that project specific issues are being managed (e.g land acquisition, contamination, heritage)
☐ Trip attractors are clearly shown on plans
☐ Projects with Traffic Control Signals have progressed/are progressing through approval process
☐ State road projects have appropriate approvals e.g. concurrence with S138 or TCS Approval in Principle

Project Details

* indicates a required field

This section asks for information or details about your project.

In the **Title** section below use the format "**street name, suburb name, facility type**" for design or construction projects, and the format, "**LGA/locality plan type**" for strategy/plan projects.

In the **brief description** section below, include **street**, **suburb** and **project type** plus any **distinct features** of the project. If the project is through a park or similar, include relevant information that will help identify the location (i.e. name of park).

If the application is successful, this description will be used in public communications materials, including on the Get NSW Active website. Please ensure the information is accurate, clear, and approved by your organisation for public use.

Title *

Word count:

Must be no more than 25 words.
Provide a name for your initiative. Your title should be short but descriptive.

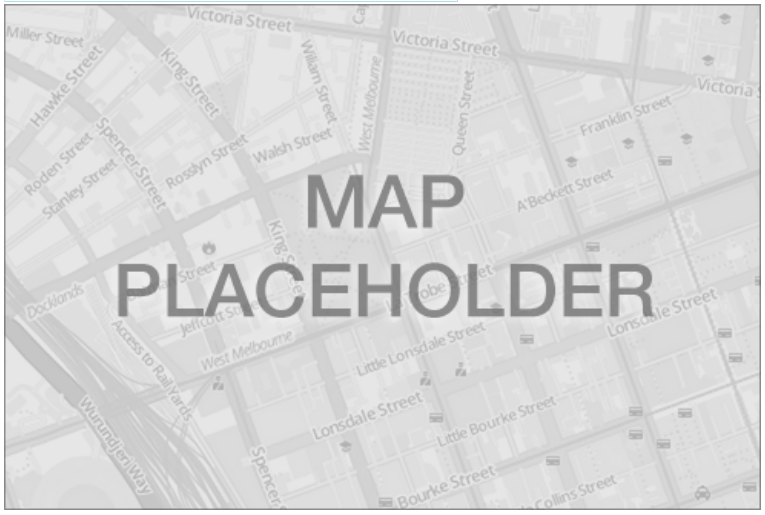
Brief description *

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



Any, but at least one field is required.
Primary location does not need to be a specific address, and can be postcode, suburb, state, etc If delivered online, please specify the area of focus for delivery.

If you are successful with this application for design stage funding, when would you anticipate the project would start the construction stage? *

Must be a date.

Project Details (Continued)

* indicates a required field

Facility Type

What is the project type?
○ Walking connection
○ Separated bicycle path (one way or bi-directional)
○ Quietway
○ Shared path
Please select the primary facility type. The answer will not impact on the application score.

Walking projects will receive higher assessment scores where they propose multiple complimentary facility types or sections of network (e.g. multiple sections of footpath, plus a raised crossing, plus kerb extensions, that together combine to improve overall network connectivity to key destination like a village centre or school).

Refer to the Walking Connection Quick Reference Guide before proceeding with your application (https://www.transport.nsw.gov.au/projects/current-projects/get-nsw-active). The more closely an application aligns with the information in the Quick Reference Guide, the more likely it is to receive funding.

Select the facility types included in your walking connection project from the list below (select as many as apply). *
☐ New footpath (single section)
☐ New footpath (multiple sections)
☐ Raised pedestrian crossing
☐ Continuous footpath treatment (TS 02667)
☐ Kerb extensions
☐ Shared zone

If you feel your project aligns well with the Quick Reference Guide, please click yes to continue. *
○ Yes

Refer to the **Separated Bicycle Path Quick Reference Guide** before proceeding with your application (https://www.transport.nsw.gov.au/projects/current-projects/get-nsw-active). The more closely an application aligns with the information in the Quick Reference Guide, the more likely it is to receive funding.

If you feel your project aligns well with the Quick Reference Guide, please click yes to continue. *
○ Yes

Refer to the **Quietway Quick Reference Guide** before proceeding with your application (https://www.transport.nsw.gov.au/projects/current-projects/get-nsw-active). The more closely an application aligns with the information in the Quick Reference Guide, the more likely it is to receive funding.

Confirm that the proposed facility is designed for speeds 30kph or lower. *
○ Yes

If you feel your project aligns well with the Quick Reference Guide, please click yes to continue. *
○ Yes

Refer to the **Shared Path Quick Reference Guide** before proceeding with your application (https://www.transport.nsw.gov.au/projects/current-projects/get-nsw-active). The more closely an application aligns with the information in the Quick Reference Guide, the more likely it is to receive funding.

If you feel your project aligns well with the Quick Reference Guide, please click yes to continue. *
○ Yes

What is the length of the proposed facility in metres? (If your project consists only of priority crossing treatments, insert the total number of crossings instead) *

Must be a number.
Enter the number only, do not include the measurement symbol (e.g. 800)

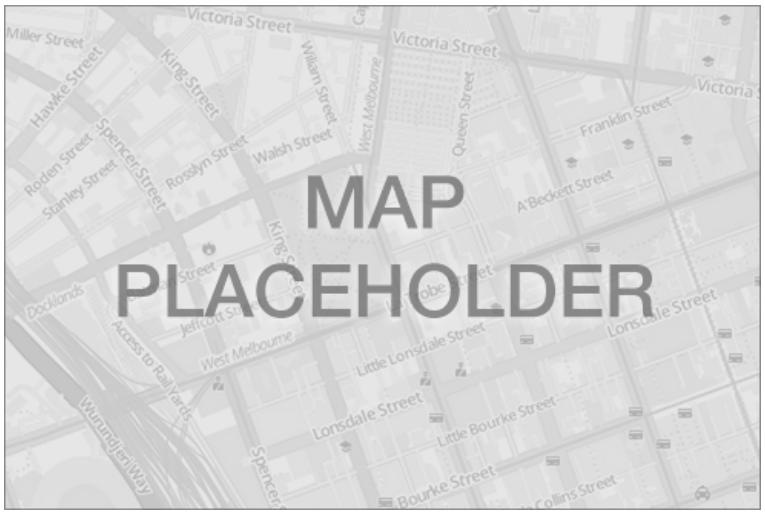
What is the predominant width of the proposed facility in metres? *

Must be a number.
Enter the number only, do not include the measurement symbol (e.g. 3.5)

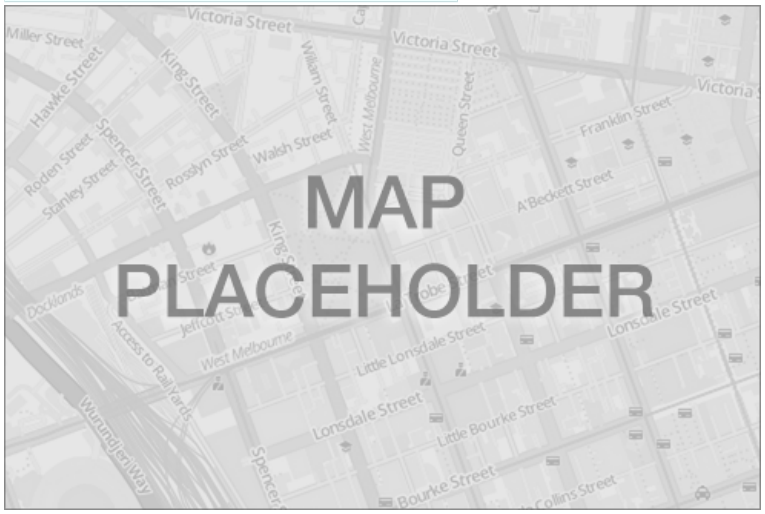
Project Alignment

Please attach an image showing the proposed project alignment, such as an aerial image with the project alignment clearly marked. Also show the location of key trip attractors on this document. *
Attach a file:

On the map below, show the start point for the project
Address



On the map below, show the end point for the project.
Address



Project Site Images

Attach three to six images that show the project setting and any known project constraints. *
Attach a file:

A maximum of 6 files may be attached.

Preconstruction count data (optional)

This question is optional; however, any information provided may be considered by the assessment panel during the assessment process.

Successful construction projects are required to collect and report before and after usage count data. Applicants who provide baseline (before) count data as part of this application will not be required to resubmit this information if their project is approved for funding.

These counts contribute to monitoring and evaluation of program outcomes, and planning for future rounds of Get NSW Active.

Count data must be collected as follows:

- Projects under $500,000: complete 2 x 3 hour periods (i.e. total 6 hours)
- Projects over $500,000: complete 4 x 3 hour periods (i.e. total 12 hours)

Input the data in the below table. If the project is a walking and riding project you must complete separate rows for walking and riding numbers.

Additional lines can be added by clicking the + symbol to the right of the rows.

Date	Time Period	Walkers/bike riders	Hour 1	Hour 2	Hour 3
Must be a date.			Must be a number.	Must be a number.	Must be a number.

Mandatory requirements

* indicates a required field

Questions in this section do not contribute to assessment score but are assessed as either ‘satisfactory’ or ‘unsatisfactory’.

Applicants **must** receive a satisfactory rating for each of the mandatory requirements to be considered for funding.

Cost Estimate

Cost estimates will be assessed as unsatisfactory where they provide insufficient detail or are missing key items identified in other parts of the application or attached documents and the application will be deemed unsuccessful.

Applicants are encouraged to utilise the cost estimate template available here Get NSW Active | Transport for NSW. If using a different format, it must be in an .xls or similar file type and the level of detail must be equivalent or greater than the template. To use the

template, download the template from the page, save a copy and then complete the template before attaching below.

Note: If using the Transport provided cost estimate template (recommended) only complete one sheet in the workbook (as funding can only be sought for one project stage).

Attach a cost estimate for the project. *
Attach a file:

Cost estimates will score satisfactory when the cost estimate includes identifiable cost items that correlate with your design, or accuracy is demonstrated and the appropriate contingency is allocated. The level of detail required will vary depending on the project. Projects may be assessed as failing to meet program requirements if cost estimates or contingency planning is deemed insufficient or incomplete and risks major variation(s) or project withdrawal. Guidance on the required contingency amounts is provided in the Get NSW Active Guidelines. Please ensure only .xls file types or similar are uploaded

Impact on NSW Government Land or Assets

Will the project impact any land or asset that is owned by the NSW Government (other than Traffic Control Signals)? *
- ○ Yes
- ○ No

Examples might include: State roads; land in rail corridors, crown land, controlled access land, etc..

Attach any documents confirming approval/support to procced with the project relevant to the land or asset impacts.
Attach a file:

Provide details of the impact on NSW Government Land or Assets and actions you have taken to use the land or assets *

Word count:
Must be no more than 150 words.

Community and Stakeholder Engagement

Has community and stakeholder engagement been undertaken for the project? *
- ○ Yes
- ○ Not yet
- ○ Not required

Applications may be rejected if evidence has not been provided confirming that impacted community groups and stakeholders have been appropriately consulted. Include information about interested groups, service providers, land owners, political representatives and any other groups that might be relevant.

Why is community and stakeholder engagement not required. *

Word count:
Must be no more than 100 words.

Provide a summary of planned engagement activities and any potential issues or concerns you anticipate (dot point format preferred). *

Word count:
Must be no more than 150 words.
Include information about community groups, service providers, landowners, political representatives and any other groups that might be relevant.

Attach any relevant supporting documents such as community engagement plans and/or materials.
Attach a file:

Provide a summary of key stakeholder impacts or concerns, and how these are being managed or responded to.

Impact or concern	**Response or management approach**
Include information about community groups, service providers, landowners, political representatives and any other groups that might be relevant. Must be no more than 150 words.	

Attach any relevant community engagement documents such as consultation summary reports, community engagement plans and/or materials.
Attach a file:

Project authorisation

Before answering this question, applicants should review the recently updated guidance available at Transport's Authorisation and Delegation to Councils | Transport for NSW

Which best describes the project? *

○ The project will not be referred to the Local Transport Forum as it is not required under the 2025 Instrument
○ The project has been referred to the Local Transport Forum or equivalent (evidence must be attached below)
○ The project will be referred to the Local Transport Forum for advice as required under the 2025 Instrument
○ The project will be referred to the Local Transport Forum for advice at the discretion of Council

Attach the minutes of the Local Transport Forum or equivalent meeting where the project was reviewed. *
Attach a file:

Why has referral to the Local Transport Forum not yet taken place? *

Word count:
Must be no more than 100 words.

If the Local Transport Forum requests project changes, how will you respond to this while ensuring the project retains the intent (scope), cost and schedule in this application? *

Word count:
Must be no more than 100 words.

Are there any traffic control signals (TCS) within or adjacent to your project scope? *
○ Yes
○ No

Provide details of any design or approvals processes changes to the traffic control signals (TCS) that will be completed as part of the project. *

Applicants must provide sufficient information in their application to demonstrate that planning and approvals are sufficiently progressed according to the project context and complexity. If no changes are proposed to a TCS within aproject scope, applicants should describe how the project will function without changes to TCS operation.

Does the project propose any modifications to existing traffic control signals (TCS) or the installation of new TCS? *
○ Yes

○ No

Do you have either a written Approval in Principle (AIP) or stamped and approved TCS plans confirming Transport supports the proposed TCS works? *
○ Yes
○ No
Applicants must provide sufficient information in their application to demonstrate that planning and approvals are sufficiently progressed according to the project context and complexity.

Attach relevant documentation *
Attach a file:

ERROR: Applications that include works to traffic control signals (TCS) must include Approval in Principle (AIP) or stamped and approved TCS plans to be eligible for construction funding.

Project Design

* indicates a required field

The questions in this section (and related documents provided) make up 60% of the total available application score.

Projects will score highest in this section where they closely align program priorities for each criteria:

- **Network connectivity** – the project resolves a network barrier, creates new opportunities for walking and riding, or delivers part of a network plan.
- **Design quality –** the project design results in facilities that people want to use and where they feel comfortable, safe and welcome.
- **Place** – the project creates places where people want to be and that contribute to vibrant, liveable communities.
- **Safety** – the project is safe for all people in the community to use.

The Get NSW Active assessment panel will consider the answers to the questions in this section, alongside related project documentation, to determine a score for each criteria.

For some projects there may be a level of overlap between the answers for these questions. Applicants should not be concerned if this is the case – the assessment panel will not be looking for exhaustive information, but for evidence that the project overall is well considered and aligns with key Transport for NSW policy and design priorities.

You can use dot point lists to answer questions where appropriate.

Network Connectivity

Will the project directly improve access to a CBD, town centre or village centre? *
○ Yes
○ No

Will the project directly improve access to any of the below trip attractors? Select as many as apply (these must also be shown on the project alignment map attached to your application).

☐ Primary school
☐ High school
☐ Park or open space
☐ Public transport interchange (more than one mode)
☐ Bus stop
☐ Train station
☐ Recreational or sporting facility
☐ Library or community facility
☐ Childcare facility
☐ Medical facility
☐ TAFE
☐ University
☐ Supermarkets
☐ Other:

Who are the target users for your project? *

Word count:
Must be no more than 75 words.
List the range of people or user groups most likely to benefit from the project, for e.g. “TAFE students walking from the train station”, "people living and working at the nearby aged care facility", “visitors to the library", "residents living in a medium density housing precinct to the north of the project"

Which statement best describes your project? *
○ My project will address a significant barrier in otherwise well connected walking and/or riding network
○ My project will deliver new opportunities for walking and/or riding connections along a corridor
○ My project will deliver multiple complimentary facilities that improve the walking and/or riding network within a precinct or catchment
○ My project will provide for local access or trips

Does your organisation have any specific goals or targets for growth in walking or riding? *

Word count:
Must be no more than 50 words.
E.g. “In our 2020 bike plan we have an aim to double riding trips between 2020 and 2030”

Is your project specifically identified in a network plan or policy document? *
○ Yes
○ No

Has a background study been prepared for this project? (For example a feasibility assessment or route options assessment). *
○ Yes
○ No

Name each of the network plans or policies where your project is identified. *

Attach a copy of the relevant pages from the document. *
Attach a file:

Do not attach the entire document or link to the document. Where only the entire document/link has been provided it will not be considered as part of the assessment process.

Attach a copy of the background study/assessment document that has been prepared for the project.
Attach a file:

(Optional) Highlight any findings or conclusions in the background study/ assessment that you feel are relevant to the assessment of the 'network connectivity' of this project. e.g. 'the assessment concluded that a slightly longer and less direct route would be preferable for the project as it provides improved amenity that will appeal to more people in the community'

Why is the project considered a priority despite not being identified in a plan or policy document? *

Word count:
Must be no more than 75 words.

Design Quality

List at least three key design features in your project that will improve outcomes for people walking or riding.

Your answer can include information about: type and width of paths, set-backs and offsets from hazards, landscaping buffers, priority over vehicles at crossing points, measures to slow or reduce traffic, or any other specific design details included that respond to site conditions and target user groups for the project.

In assessing responses to this question, the assessment panel will be looking for evidence that the design considers and responds to the specific needs of people in the local community, and that the project is likely to deliver facilities that will enable more people to choose walking and riding for day-to-day trips.

For example:

Design Feature: "kerb extension"

Intended Outcome: "reduce crossing distance for people walking to and from the town centre, expand public space and create new areas for landscaping"

Note: for construction stage applications, all design features mentioned below must be shown on submitted designs and cost estimates to be considered in the assessment process.

Design Feature	Intended Outcome
Must be no more than 150 words.	

Design Quality

Will all paths proposed meet the minimum width recommendations in the Get NSW Active FY2027/28 Grant Guidelines? *

- ○ Yes
- ○ Project does not include paths
- ○ No

Will people walking and/or riding have priority over vehicles where paths cross roads and streets? (i.e. via Traffic Control Signals, raised crossings, continuous footpath treatments) *

- ○ Yes
- ○ Project does not cross any streets
- ○ At some, but not all streets
- ○ No

Why are paths narrower than Get NSW Active minimums being proposed? *

Applications citing widths of nearby facilities, community preference for narrow paths, or concern over maintenance costs as a rationale for narrower paths can only score a maximum of five out of ten for the ‘Design Quality’ criteria. Applications citing low expected use can only score a maximum of five out of ten for the ‘Network Connectivity’ criteria.

Provide detail of design measures included to ensure the path will provide safe and comfortable access for the target users despite the constrained width. E.g. “no sign stems or bus stops will be located in the path”, “the path will be offset at least 0.5m from all hazards” *

What design measures are proposed to ensure road crossings without priority are safe, comfortable and easy to use for everyone in the community? *

Note: the project will score a maximum of five out of ten for the ‘Design Quality’ criteria if proposed crossings are unlikely to provide safe and comfortable access for all members of the community.

Refer to the **Sustainability Quick Reference Guide** before proceeding with your application (https://www.transport.nsw.gov.au/projects/current-projects/get-nsw-active). The more closely an application aligns with the information in the Quick Reference Guide, the more likely it is to receive funding

If you feel your project aligns well with the Quick Reference Guide please click yes to continue. *
○ Yes

What sustainability measures will be part of your project? *

Your answer can include information about: lower carbon concrete products, recycled and reused materials, measures to reduce or substitute materials, planning for climate change resilience, social sustainability strategies, any other sustainability measures being considered for the project.

Will your project use any innovations or trial treatments that aim to deliver improvement in outcomes for walking and bike riding? (optional)

Place

Refer to the **Place Quick Reference Guide** before proceeding with your application (https://www.transport.nsw.gov.au/projects/current-projects/get-nsw-active). The more closely an application aligns with the information in the Quick Reference Guide, the more likely it is to receive funding

If you feel your project aligns well with the Quick Reference Guide please click yes to continue.
○ Yes

Will your project include street trees and/or landscaping? *
○ Yes
○ No
Note: for construction stage applications, street trees and landscaping must be shown on submitted designs and cost estimates to be considered in the assessment process.

Will your project include lighting?
○ Yes
○ No

Will your project include any of the below elements? (select as many as apply)
☐ Seating or rest stops
☐ Traffic calming
☐ Landscaping
☐ Reallocation of road space to new/expanded areas for walking, riding, landscaping or parklets
☐ Supporting facilities (eg., bubblers, bike parking)
☐ Buffers or setbacks to busy roads
☐ Modal filter
☐ Rain garden or water sensitive urban design treatments
☐ Wayfinding

☐ Public domain improvements to create places where walking and riding is comfortable and enjoyable
Note: for construction stage applications, place inclusions must be shown on submitted designs and cost estimates to be considered in the assessment process.

Are there other place inclusions proposed to improve the attractiveness of the facility for people walking or riding? (optional)

Must be no more than 100 words.

Why are street trees and/or landscaping not proposed as part of the project? *

Note: the project can only score a maximum of five out of ten for the 'Place' criteria if street trees are not provided unless there is a specific site constraint or local conditions preventing this from reasonably being achieved as part of the project.

Safety

What is the setting or road environment for your project? (select as many as apply) *

☐ Park or reserve (no vehicles)
☐ Lower speed urban environment (40kph or less)
☐ Local road
☐ Regional road
☐ State Road
☐ Other:

What is the highest speed limit (in kph) adjacent to your project? *

If the project is entirely away from road areas you can answer with 'Not Applicable'.

How will your project deliver safe environments for people walking and/or riding? *

Must be no more than 150 words.
Include information on measures to separate people from road areas, and details of how interactions with motor vehicles at driveways, road crossings, intersections are managed.

Will the project address a specific road safety issue? (optional)

Project Management

* indicates a required field

The questions in this section (and related documents provided) make up 40% of the total available application score.

Your answers and attached documentation must demonstrate that **the project is well planned and managed, and risks are mitigated.**

The Get NSW Active assessment panel will consider the answers to the following questions alongside relevant project documentation to determine a score for this section.

Your answers and attached documentation must demonstrate that **the project is well planned and managed, and risks are mitigated.** Higher scores will be given to applications that evidence the project is ready to proceed to the stage for which funding is being sought, and that a project management approach is in place to limit the likelihood of variations to scope, cost and project schedule.

Projects may be assessed as failing to meet program requirements if documentation relating to any of the below questions is deemed insufficient or incomplete and risks major variation(s) or project withdrawal. Applicant past performance in project delivery will be considered as part of the assessment process and may impact on project management score.

Documents attached in this section will also be used to inform the assessment in the **Project Design** section.

You can use dot point lists to answer these questions where appropriate.

Planning & Design Documentation

Please attach project design documentation. *
Attach a file:

The design documentation provided should demonstrate that the project is ready to proceed to the stage for which funding is sought. The design documentation should clearly indicate path layouts and key features. Design documents that only show general alignment (e.g. aerial maps with a line/ annotations) are unlikely to score highly for this section. Ensure all items shown in the design are included in your cost estimate.

Project Management

This section assesses your approach to project management. Your answer can include information about:

- Which area/division of the organisation will be responsible for the project management.
- If any external resources/consultants will be engaged to assist with project management.
- Similar projects delivered under Get NSW Active.
- Capacity to manage multiple projects if successful with multiple applications and /or have existing grants.

Describe the key steps or processes you will take to deliver the project (dot point format preferred). *

Word count:
Must be no more than 150 words.

Provide an example where council has delivered a project of comparable scale and complexity within the last two years. *

Word count:
Must be no more than 150 words.

Please attach any Council meeting minutes relevant to the application (optional).
Attach a file:

Project Schedule

The project schedule should be appropriately detailed and proportionate to the scale and complexity of the project. Supporting documentation should demonstrate that the applicant has identified and allowed sufficient time for each project stage and milestone, including adequate contingency for unforeseen delays. The schedule should also account for key activities such as procurement processes, contract and tender assessment, internal and external approvals, stakeholder consultation requirements, and organisational or industry shutdown periods that may affect project delivery.

Attach a project schedule. *
Attach a file:

Risk Management

This section seeks to understand whether the applicant has identified and developed strategies to manage significant project specific risks. Your answer needs to identify a **minimum of 3** and **maximum of 8** of the **most significant** project specific risks, not be inclusive of all/minor risks.

In your response, consider issues such as:

- The interface between the project and NSW Government assets
- Property acquisitions
- Archaeological, environmental or heritage considerations
- Strong community or stakeholder opposition
- Site constraints or road safety challenges
- Uncertainty around latent conditions
- Review of Environmental Factors (REF) Findings

If project risks are identified by the assessment panel which have not been disclosed in the application, the application may be assessed as not ready to proceed (unsatisfactory).

Higher risk projects will still score well for this section of the assessment if evidence is provided that effective planning and risk management is in place.

Please include one risk or issue per row, up to five rows. Click the + button to add additional rows.

Include the risk in the left hand column and the corresponding management strategy in the right hand column.

Project risks	Management strategy
Must be no more than 100 words.	Must be no more than 100 words.

Attach any documentation relating to project risk management, such as a Risk Management Plan or Risk Register.
Attach a file:

Additional Project Documentation (optional)

Attach any other relevant documents or studies that have been prepared for the project.

Attach other relevant documentation below
Attach a file:

Document requirements will vary depending on project size and type. Some applications may have minimal need for additional documentation, while other projects will require specialist studies and evidence of consultation and approvals. The documentation attached should demonstrate the applying organisation has satisfied project specific requirements and has all necessary approvals in place or in progress. Applications may be rejected where is it assessed that key information or documents are missing or incomplete. The Get NSW Active Program Guidelines provides a list of documents that may be required.

Provide any relevant information relating to documents or studies prepared for the project (optional).

Word count:
Must be no more than 150 words.
Please include specific areas of the documents which

Walking, Cycling or Active Transport Strategy/Plan Application

* indicates a required field

Funding under this category is primarily to assist organisations with no existing policy framework to commence the development of active transport projects. Accordingly, funding priority will be given to Councils that have no existing plan or existing plans older than 10 years.

Existing Plans

Does your organisation have any strategies or plans relating to walking, cycling or active transport? *

- ○ Yes
- ○ No

Provide details of any existing walking, cycling or active transport plans Council has and the year of publication. Include details of any Pedestrian Access and Mobility Plans (PAMPs).

Funding priority will be given to Councils which have no existing active transport plan or where existing plans are older than 10 years.

Existing Plan Type	Year Published	Plan Summary
		Must be no more than 200 words.
❍ Walking/PAMP ❍ Cycling ❍ Active Transport		

Mandatory inclusions if the strategy/plan is funded

Inclusion of the following is required in strategy/ plan documents funded under Get NSW Active:

1. A project implementation plan spanning a period of up to seven (7) years.
2. Strategic cost estimates for all projects proposed under the plan.
3. A funding strategy for all projects identified in the strategy/plan, linked to known and accessible funding sources.
4. A commitment to align with design guidance set out in the Walking Space Guide and Cycleway Design Toolbox.
5. A summary of the outcomes of community and stakeholder engagement and how these informed the priorities of the strategy/plan.

Please confirm these will be included in the Strategy/Plan if this application is successful. *

- ○ Yes

Aims and Objectives of the Strategy/Plan

This question makes up 60% of the total available application score.

What are the aims or objectives of the proposed strategy/plan, and how do these align with Get NSW Active program objectives? *

Word count:
Must be no more than 200 words.
Your answer can include information about: unmet demand or need for walking and bike riding facilities in the LGA; the number or type of projects that might be identified; relationship to organisational goals around increased participation in walking or bike riding; specific commitments to walking and cycling set out in other Council policies or plans (e.g. CSP, LSPS); specific groups that might benefit from improved walking and cycling facilities; specific projects that might be prioritised; proposed timelines for delivery of identified projects.

Project management

This question (and related documentation provided) makes up 40% of the total available application score.

This section assesses your approach to project management. Your answer can include information about:

- Which area/division of the organisation will be responsible for the project management.
- If any external resources/consultants will be engaged to assist with project management.
- Similar projects delivered under Get NSW Active.

Describe the key steps or processes you will take to deliver the project (dot point format preferred). *

Word count:
Must be no more than 200 words.

Cost Estimate for developing an Active Transport Strategy/Plan

Cost estimates will be assessed as unsatisfactory where they provide insufficient detail or are missing key items identified in other parts of the application or attached documents and the application will be deemed unsuccessful.

Applicants are encouraged to utilise the cost estimate template available here Get NSW Active | Transport for NSW. If using a different format, it must be in an .xls or similar file type and the level of detail must be equivalent or greater than the template.

To use the template, download the template from the page, save a copy and then complete the template before attaching below.

Internal project management costs and costs from other divisions within Council cannot be claimed as part of the grant and should not be included on the cost estimate.

Note: If using the Transport provided cost estimate template (recommended) only complete one sheet in the workbook (as funding can only be sought for one project stage).

Attach a cost estimate for the project. *
Attach a file:

Cost estimates will score satisfactory when the cost estimate includes identifiable cost items that correlate with your design, or accuracy is demonstrated and the appropriate contingency is allocated. The level of detail required will vary depending on the project. Projects may be assessed as failing to meet program requirements if cost estimates or contingency planning is deemed insufficient or incomplete and risks major variation(s) or project withdrawal. Guidance on the required contingency amounts is provided in the Get NSW Active Guidelines. Please ensure only .xls file types or similar are uploaded

Contact Details

* indicates a required field

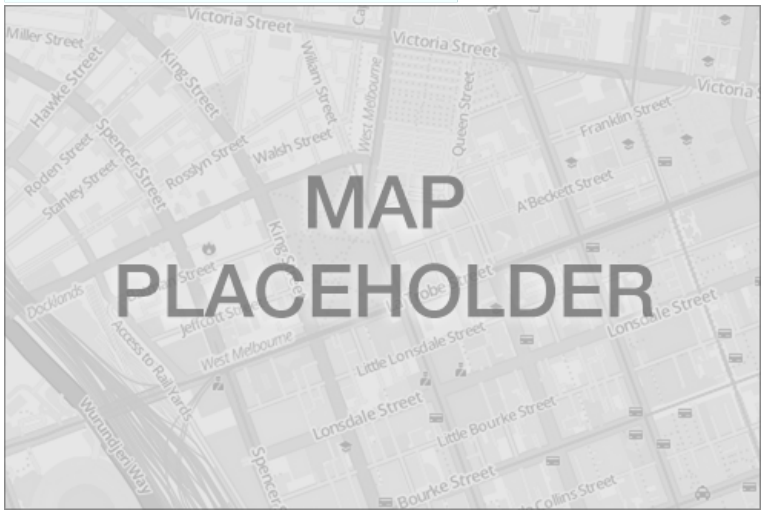
Applicant Details

Applicant *
○ Individual ○ Organisation
Organisation Name

Title | First Name | Last Name

For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address
Address



Applicant Postal Address
Address

Applicant Primary Phone Number *

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

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

Primary Contact Details

Primary Contact *
Title First Name Last Name

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 *

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

Official Council Name

Please select from the following options

*

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

○ Yes ○ No

Applicant Organisation 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	
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.

Applicant Organisation ACN or AIN *

Project Costs and Funding

* indicates a required field

The questions in this section do not directly impact on application score except where specifically noted.

Applications can be made for up to 100% of the total project cost.

Applications can be made for the following amounts depending on project type:

- between $30,000 and $100,000 for strategy or plan projects
- between $50,000 and $1,000,000 for design projects
- between $100,000 and $5,000,000 for construction projects

Exclude GST from all amounts.

In **Total Project Cost** enter the estimated total value of the project (or project stage) that is the subject of this application (**including contingency allowance**). In **Total Amount Requested** enter the amount of funding being sought for that project (or project stage) from the Get NSW Active program (**including contingency allowance**). If 100% funding is being sought, Total Project Cost and Total Amount Requested will be the same.

Total Project Cost *

$

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

$

What is the total financial support you are requesting under this grant?

ERROR: The Total Amount Requested for strategy/plan projects must be between $30,000 and $100,000.

Please update your Total Amount Requested.

ERROR: The Total Amount Requested for design projects must be between $50,000 and $1,000,000.

Please update your Total Amount Requested.

ERROR: The Total Amount Requested for construction projects must be between $100,000 and $5,000,000.

Please update your Total Amount Requested.

Applicant financial contributions

Provide details of financial contributions to the project being made by Council.

Applicant contributions are not mandatory, however, applications that include a contribution by Council **are likely** to attract a higher assessment score in the **Project management approach and ability to deliver the project** section of this application.

If 100% project funding is being sought, then enter $0.

Total Applicant contribution *

$

Must be a dollar amount.
What is the total monetary amount the applicant will be contributing to the project?

Other funding sources

Provide details of any funding being sought from other grants program, and if these have been confirmed or not? (Do not include contributions being made from applicant internal budgets in this section).

You can also attach any relevant documentation in the "Additional Project Documentation" question on page 11 of this form.

Funding source/grants program name	Status	Amount
		$
Must be no more than 100 words.		Must be a dollar amount.

Project Contingency

Enter (in dollars) the contingency allowance for the project (the information provided must be consistent with the project cost estimate attached to this application).

Further guidance on contingency planning and management is provided in the Get NSW Active Grant Guidelines.

Total Contingency *

$

Must be a dollar amount.

Funding for multiyear projects

For multiyear projects, fill in the funding amounts requested for year 2 and year 3 (the amount for Year 1 will be automatically calculated).

If funding is only being sought for one year, then leave $0 in "FY 2027/28" AND $0 in "FY 2028/29".

The information provided below must be consistent with information provided within the project schedule requested later in this form.

Ensure all figures are positive values.

FY 2027/28

$

This number/amount is calculated.

FY 2028/29 *

$0

Must be a dollar amount and at least 0.

FY 2029/30 *

$0

Must be a dollar amount and at least 0.

Funding of previous stages by Transport for NSW

Have earlier stages of the project been funded by Transport for NSW? *

- ○ Yes
- ○ No

Provide details below of the project most recently funded by Transport for NSW.

Program Name *

Year awarded *

Other:

Amount awarded *

$

Must be a dollar amount and at least 0.

Project details/work completed *

Word count:

Must be no more than 100 words.

Transport for NSW staff/division contact *

Confirmation of Project Costs and Funding

* indicates a required field

Amount Entered	% of Total Project Cost
Total project cost $ This number/amount is calculated.	This number/amount is calculated.
Total amount requested $ This number/amount is calculated.	This number/amount is calculated.
Applicant contribution $ This number/amount is calculated.	This number/amount is calculated.
Other funding $ This number/amount is calculated.	This number/amount is calculated.
Funding difference $ This number/amount is calculated. We expect that this should be zero if the sum of all funding sources equals the Total Project Cost.	
Project contingency $ This number/amount is calculated.	

Note: Project contingency can only be accessed when a previously identified, inherent project risk, or contingent project risk occurs.

Confirm that the project costs and funding amounts are correct *

○ Yes

Legal Acknowledgement

* indicates a required field

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and Transport for NSW expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application. Transport for NSW does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Grant 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), project title, project description, location, anticipated time for completion and amount awarded;
- Transport for NSW 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 Transport for NSW 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:

- Transport for NSW 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 Transport for NSW 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 Transport for NSW 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.

Transport for NSW uses the information you supply for processing and assessing your application. While Transport for NSW does not release your application as a matter of policy, under the Government Information (Public Access) Act 2009 or other lawful requirement, we may be required to do so. Transport for NSW may use the information you supply to us for the purpose of evaluating the grant programs.

Summary information on successful projects will be published on the NSW Grants and Funding website, the Transport for NSW website, and used in communication materials and activities.

Eligibility Confirmation

Please confirm this application meets the Program eligibility criteria:

- The application has been prepared and submitted by an eligible applicant and made by or on behalf of one Local Government Area (LGA) in NSW or Lord Howe Island or Unincorporated Far West Region
- Funding is being sought for a project (or project stage) that will commence after **July 1 2027** and be completed prior to **June 30 2030**
- Is an eligible project and facility type as set out in the Get NSW Active Grant Guidelines
- Projects can be operated and maintained for a minimum of 3 years beyond the funding period. This includes tree and vegetation care plans
- For Strategy/Plan project applications, the resulting document will align with all key document inclusions set out in the Get NSW Active Grant Guidelines
- Applicants will notify Transport for NSW if grant funding is secured from another source
- Any applications for construction projects that proposed new Traffic Control Signals (TCS) or modifications to existing Traffic Control Signals (TCS) have either a signed Approval in Principle (AIP) form, or stamped and approved TCS plans
- Funding is not being sought for any deliverables that are approved under an existing Get NSW Active grant
- Funding is not being sought to supplement or 'top up' funding for a project that is already in progress and where funding shortfalls have emerged

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

○ Yes

Conflict of Interest Declaration

Please complete the conflict of interest declaration below. If the applicant is aware of anything relating to this grant application that may cause an actual, perceived, or potential

conflict of interest you must select yes and provide further details of the identified conflict of interest.

An example might be a project that connects to a school where applicant or other staff members family members are enrolled, or is located on a street where a Councillor family member owns land.

Providing information about grounds for a conflict of interest does not generally affect a project's eligibility to receive grant funding under the Get NSW Active program, however, it is important to ensure that information about possible conflicts are recorded to enable appropriate management and response.

Are there any actual, perceived, or potential conflict(s) of interest associated with this application? *
- ○ Yes (you must provide details below)
- ○ No

Provide further details relating to any actual, perceived of potential conflict of interest

Attach any information relating to the above declaration
Attach a file:

Count data

All successful construction projects are required to provide before and after usage count data (in accordance with the methodology and requirements set out in the project funding deed). Minimum hours of count data required:

- Less than $500,000: 6 hours
- Over $501,000: 12 hours

Before count data will be required immediately following execution of the funding deed.

Additional count or benefit realisation requirements may be set out in the funding deed.

This is an essential to monitor and evaluate program outcomes, and plan for future rounds of Get NSW Active.

I have read the above and understand that I will need to provide count data if my application is successful *
- ○ Yes

New Section

Other grant applications

* indicates a required field

Has funding for this project been requested under any other grants programs? (or will this occur during the assessment period for the current Get NSW Active round) *
- ○ Yes
- ○ No

If Council receives a funding offer for this project from another grants program, Council will inform the Get NSW Active program managment team within 5 days. *
- ○ Agree

Assessment of applications

* indicates a required field

- Applicants should assume that assessment panel members have no prior knowledge of the project or project location and be aware that scoring of projects can only consider information submitted with the application.
- Applicants should ensure that all information required to understand the project details, outcomes and context is attached to the application and can be clearly understood by assessment panel members.
- Applicants should ensure all project details are shown on the design and the cost estimate. If the details are not included in design and cost estimate the assessment panel will assume the elements are not included. Where there is ambiguity the assessment panel will not be able to assume items are included.
- No clarifications processes will take place with applicants (or Transport staff that may have knowledge of the project) during the assessment phase.
- Applicants should consider that even one incomplete or inadequate document attached in support of the application may reduce the overall assessment score, even if most of the documentation is otherwise adequate.

I have read and understood the above *
- ○ Yes

Declaration and Authorisation

* indicates a required field

Declaration

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 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

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

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

Word count:
Must be no more than 200 words.