

Sharing

SYDNEY HARBOUR
ACCESS PROGRAM

Grant Application Information Kit 2009



NSW Government

1

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CONTENTS

INTRODUCTION	1	CONDITIONS OF GRANT	7
PROJECTS	2	General Clauses	7
Suitable Projects for Funding	2	Specific Project Clauses	8
General Criteria	2	NOTES ON THE GRANT APPLICATION FORM	9
2009 Priorities	2	Date for Submission of Application	9
Typical Projects	4	Address for Submission of Application	9
Exclusions	4	Contact Details for Assistance	9
Designs	4	Contents of the Grant Application Form	9
Project Management	4	Applicant	9
Performance Indicators	4	Applicant's Project Manager	9
Consent Authorities	4	Applicant's Prior Funding History	10
APPLICANTS – FUNDING GUIDELINES	5	The Proposed Project	10
Eligible Applicants for Grant Funding	5	Project Site Access	10
Funding Guidelines	5	Project Planning	10
Application Process	5	Costs and Funding	10
Successful Applicants	6	Applicant's Prior Funding History	10
Unsuccessful Applicants	6	Other Project Stakeholders	10
Confidentiality	6		
Public Information and Award of Funding Grants	6		

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INTRODUCTION

The Sharing Sydney Harbour Access Program grants application kit has two parts. Part 1 the Grant Application Information Kit (this document) explains the Access Program and provides notes on the submission of applications. Part 2 is the Grant Application Form. Please check that you have both parts.

The Sharing Sydney Harbour Access Program (the Access Program) is part of the *Sharing Sydney Harbour Regional Action Plan*. It has been designed to enhance the recreational opportunities of Sydney Harbour and its tributaries for the people of, and visitors to, Sydney. The Access Program is a dollar-for-dollar capital works grant funding scheme administered by a Management Team within the Department of Planning. Since funds are limited, applications that best meet the Access Program criteria and priorities are more likely to be successful.

The Management Team is happy to provide advice to prospective applicants on matters regarding the Access Program, project planning and approvals.

Eligible applicants can apply for funding of projects on an annual basis. Projects capable of receiving funding assistance have been identified in the Sharing Sydney Harbour Access Plan (the Access Plan) produced by the Department of Planning in collaboration with NSW Maritime.

NSW Maritime, Sydney Harbour Foreshore Authority and the Department of Planning are the main sources of Access Program grant funds.

NSW Maritime provides Access Program grant funds through the Maritime Infrastructure Program (MIP), which was initiated to help build new and improve existing boating infrastructure on NSW waterways. The Sydney Harbour component of MIP operates through the Sharing Sydney Harbour Access Program.

In addition to the Access Program, the Department of Planning also runs a number of other grant funding programs, including the Metropolitan Greenspace Program.

Before applying, applicants should consider whether their project might be suitably submitted under the Metropolitan Greenspace Program, having regard to the objectives, assessment criteria and priorities of each of the grant funding programs. Projects submitted under one or more of the Department's funding programs may be reallocated by the Department to another funding program. This would be done when in the opinion of the Department they would better satisfy the relevant criteria or achieve the balanced distribution of grant funds under the various programs. Where projects meet the criteria of more than one funding program, the Department reserves the option to reallocate the project or the project's components for consideration under the most suitable program as required.

In 2007 NSW Maritime introduced the Better Boating Program, a NSW Government initiative to provide up to 100 per cent funding to councils and other agencies to improve boat ramp facilities at suitable sites within Sydney Harbour. The Better Boating incentive is funded by NSW Maritime and administered as part of the Maritime Infrastructure Program. Applications for the Better Boating Program will be called by NSW Maritime mid-year.

Suitable Projects for Funding

Projects suitable for funding will accord with the principles and objectives set down in the Access Plan. The Access Plan provides the basis for future access projects around Sydney Harbour. Prospective applicants should refer to the Access Plan for suitable projects for grant funding. Alternative access projects that achieve the plan's principles and objectives will be assessed against the general criteria and this year's priorities set out below. It is important to note that projects will be competing for limited funds. Applicants will need to attach information to their Grant Application Form showing how the project meets relevant criteria and priorities. Those successful in receiving funding will be those ranked highest when assessed against the general criteria and priorities below.

General Criteria

The general criteria for a suitable project are:

- The project is for new infrastructure, or the rehabilitation of existing infrastructure that achieves one or more of the following:
 - Improves public access to, or along, the foreshores and waterways of Sydney Harbour and its tributaries for a broad range of users
 - Develops multi-purpose recreational facilities and settings
 - Improves links from the foreshore to regional access networks (waterways, ferry wharves, railway stations, cycle paths, main roads)
 - Increases the total length of foreshore accessible to the public
 - Increases recreational access opportunities between land and water
 - Increases facilities catering for non-motorised modes of transport
 - Conserves, enhances and/or interprets natural and cultural heritage values, including Aboriginal cultural heritage.
- The project must meet the requirements of the relevant consent authorities.
- The project is commenced within 12 months of signing the funding agreement and will be completed within 24 months of signing the funding agreement.
- The project must demonstrate partnership support, possibly through community engagement, council-

developer partnership or a partnership between neighbouring councils.

- The project must be technically and financially sustainable. Applicants must explain how maintenance requirements are minimised and how ongoing operational/maintenance funding will be raised or made available.

Note: Through its decisions on the grant allocations, the Grants Committee will also endeavour to ensure a reasonable geographic spread of funded projects across the Harbour to promote a 'whole of the harbour focus'.

2009 Priorities

The Steering Committee has identified the following priorities for the 2009–2010 funding round of the Access Program. Preference will be given funding round to projects that:

- **Meet the recreational needs of Sydney's growing population.** This would involve projects that align with or implement key initiatives contained in the NSW Government's Metropolitan Strategy and promote access to Sydney Harbour. Projects of this nature will be particularly welcomed in the next round of funding. Projects may include the establishment/upgrade of links connecting areas of proposed growth to the Sydney Harbour foreshore, including cycle ways, pedestrian routes, and recreational trails in areas identified for growth.

For example:

- City of Ryde Council recently completed a new public pontoon along Parramatta River at Meadowbank (as shown) with 50% funding assistance from the Access Program. The development of this pontoon was an integral part of a new riverside park development and provides drop off and pick up facilities for small boats, including canoe and kayaks. The new



Dinghy storage, Duke Street Leichhardt

pontoon facility provides an extra link along the northern foreshore of the river and provides an excellent recreational facility for the new residential populations in the immediate vicinity.

- **Provide recreational boating facilities.** Projects may include new construction, repair or enhancement of public use facilities such as 'soft access' facilities (eg stairs in sea walls to launch canoes), public pick up and drop off points, jetties, and dry boat storage. For example:

- Leichhardt Council have installed dinghy storage racks in a number of locations on Sydney Harbour, including those shown at Duke Street Reserve, Balmain. These facilities assist in removing haphazard storage of dinghies in harbourside parklands and improve the access of these craft for boat users.
- Willoughby Council and the Chatswood Rotary Club combined to provide pontoon access for launching canoes and small craft on the Lane Cove River. The Rotary Club incorporated boardwalk access through the mangroves resulting in a facility that improves access for passive boat users and walkers, including the disabled.

- **Build on strategic opportunities on key harbour sites.** This may include a project on an already active site such as a foreshore site undergoing redevelopment, or a project which has detailed designs developed and is 'ready-to-roll'.

For example:

- Parramatta Council, the University of Western Sydney and the Sydney Metropolitan Catchment Management Authority have obtained funding to develop a number of strategic sites to connect to the Parramatta Valley Cycleway and Parramatta River Heritage Walk along the Parramatta River foreshore. A number of these projects have provided access to the harbour foreshore where none was previously available, as well as improving links along the northern side of Parramatta River.



Under Iron Cove Bridge – connection to Balmain from the Bay Run

- **Demonstrate wider community benefit.**

A project that has a potential to attract and benefit users from various localities and regions from across Sydney as well as visitors to the city.

For example:

- National Parks and Wildlife Service (Department of Environment and Climate Change) completed a project to restore the historic 'Notting Parade Tunnel' that connects the park's Dressing Pavilion with Shark Beach at Nielson Park. In addition to restoring this historical connection in this regionally popular park, the works have enhanced access to the beach for those requiring wheeled access. These improvements have widened the appeal of the park for wider community benefit and added to the facilities.

- **Bridge missing links.** Projects may include critical pedestrian/bicycle links to, from and along the foreshores. Such projects may be providing links to and from regional access networks (i.e. walk or cycle networks, ferry wharves, railway stations, main roads) and improving connectivity along the foreshore.

For example:

- Leichhardt Council obtained grant funding to establish a greenspace link between Mort Bay Park and the regional parklands at Ballast Point. The project involves reclaiming a section of Yeend Road, Balmain, to provide additional parkland along the harbour foreshore. The new park area will be landscaped, including the construction of pathways, fencing, drainage works and signage.



New public pontoon along Parramatta River at Meadowbank

Typical Projects

Typical projects are identified in the Access Plan and tend to be within 2.5 kilometres of the harbour foreshore but may go beyond, to the Sydney Harbour Catchment boundary (refer to the Access Plan). They include:

- walking tracks
- on-road and off-road cycleways
- public domain improvements eg better accessways, promenades, shelters, seating, lighting, signage, planting, interpretive facilities, dry-boat and cycle storage
- wharves and pontoons
- 'soft access' for landing small boats including seawall steps and beaches.
- lighting projects that will improve existing access
- brochures identifying walkways, cycleways and other access points to the harbour foreshores
- informative signage.

Exclusions

The following types of projects will **not** be considered for Access Program grants funding:

- repairs to seawalls
- upgrading of seawalls (but excluding upgrades that provide other access improvements eg 'soft access' facilities)
- repairs to public harbour swimming enclosures or swimming pools (except repairs that provide access improvements to recreational boating facilities)
- development of private or commercial ventures/facilities.

Designs

Certain projects may require the completion of detailed studies prior to planning approval and commencement of capital works. Such studies may include preparation of surveys, works specification/drawings and project controls such as a detailed cost plan and works program. It is unlikely that the total funding grant for a project would be increased as a result of the findings of detailed studies.

Designs and materials shall comply with the relevant Australian Standards, design codes and Commonwealth, State and local authority environment, heritage and planning laws/regulations. A useful reference is the Design Guidelines in the *Parramatta River Foreshores Improvement Manual*.

The cost of detailed studies may be incorporated in the project budget.

Project Management

The applicant should nominate a competent and experienced project manager to implement the project. The applicant may nominate itself if it has available, experienced, competent staff to undertake the role. Any change in project manager shall be notified to the Management Team.

The works are expected to be undertaken by professional contractors, direct labour or volunteer labour. In the case of professional contractors, the project manager will be responsible for the tendering, and tender assessment in accordance with local government procedures and guidelines. The applicant shall award the contract(s) in accordance with the same guidelines.

If project management services are supplied for a fee by an organisation independent of the applicant then the costs of the services supplied, may be incorporated in the project budget.

Performance Indicators

The project must be practical and readily taken up by the community. Performance indicators for the project and their measurement method are required to be nominated as part of the application. They should be used to check the effectiveness of the project in meeting the objectives of the Access Plan. Typically for a small to medium project this may involve measuring the usage or benefits of the project facilities before and after construction. The data collected shall be reported back to the Management Team for use in Program evaluation.

The Management Team is responsible for overall Program evaluation. This may involve separate verification of performance indicators.

Consent Authorities

The Project must have all the relevant approvals prior to construction. Depending on the nature of the project, its location and landowner, the consent authority and their requirements may vary. The Grant Application Form will assist in identifying typical consent situations. In other cases the Management Team will be able to assist with further advice.

Eligible Applicants for Grant Funding

Applicants eligible for grant funding are generally expected to be local government authorities and incorporated or registered cycling, boating or other similar recreational organisations. If boating or recreational organisations are the applicant, they must have the written support of the local government authority.

Whilst priority will be given to allocating grants to the above authorities, groups and organisations, 'strategic projects' may also be eligible. Strategic projects involve one or more of the following:

- State Government land and infrastructure and/or
- projects that require 'seed' funds for their commencement and to attract funds from other sources
- missing links that cross jurisdictional boundaries or funding responsibilities and the construction of which will be of immediate benefit to the community
- opportunities for councils to undertake future access improvement projects.

One of the features of the Access Program is its cross-jurisdictional nature. Projects that previously may have been difficult to promote because they involved multiple consent authorities, or required construction across boundaries between various jurisdictions, may now be possible. Joint applications for projects are acceptable. However, applicants must nominate one organisation as the delegated lead agency.

Funding Guidelines

Access Program grants will be available annually. Each year a total of \$1.35 million of grant funds will be available for projects, generally on a dollar-for-dollar basis. No single grant will be greater than 50% of the project budget. However, the remaining 50% may be a combination of one or more sources (eg two local councils or a local council and State Government agency). As a guide, the Access Program generally will not allocate more than \$200,000 to any one project in a year.

Access Program grant funding will be drawn from three sources: NSW Maritime, Sydney Harbour Foreshore Authority and the Department of Planning. It will be a condition of the grant that acknowledgement of the Access Program will be made in all signage and publicity material.

The construction of new or upgrade of existing boat ramps may be 100% funded by NSW Maritime through additional funds available under the Better Boating Program.

Application Process

Applications for grants should be made on the Grant Application Form provided as Part 2 of this Information Kit. Applications should be sent to the Management Team via email or on CD-Rom plus an original signed and authorised archival hard copy.

The archival hard copy will take precedence over electronic copies if there are any differences.

Applications for the 2009–2010 financial year are required by 1 May 2009.

Details of return dates and addresses are given in Notes on the Grant Application Form on page 9. No late applications will be accepted.

A Grants Committee assisted by an independent panel will assess all applications received by the due date. Applications will be assessed against the **General Criteria** and **Priorities** published in this Information Kit.

The **General Criteria** are the fundamental criteria of the Access Program. The **Priorities** are derived from the policy directions given annually by the Steering Committee to the Grants Committee.

The Grants Committee will report its findings and recommendations to the Steering Committee, Director-General of the Department of Planning, to the Chief Executive of NSW Maritime, the Chief Executive Officer of the Sydney Harbour Foreshore Authority and to their relevant Ministers.

The report by the Grants Committee will include a list of:

- project applications
- the ranking of applications for inclusion in the Access Program
- the amount of Access Program grant funding recommended for offer to each project
- a breakdown of the amount by Access Program grant funding source and amount
- recommended conditions of offer for each grant
- reasons for non-award of any grant.

The Director-General of the Department of Planning will be responsible for approving offers of grant funding in consultation with the Chief Executive of NSW Maritime and the Chief Executive Officer of the Sydney Harbour Foreshore Authority.

Successful Applicants

After the necessary approvals have been given, the grant offers will be issued to successful applicants. Applicants will have one month to confirm acceptance of the grant and conditions.

Unsuccessful Applicants

Unsuccessful applicants will be notified of the reasons for non-award of funding. If the applicant is not satisfied with the explanations, the applicant may lodge an appeal through the Management Team. Appeals must be lodged within two weeks of notification of being unsuccessful.

In the event of an appeal being lodged, the Management Team will prepare any relevant information regarding the initial application, any new or additional information that has been provided, conduct any necessary research or data collection, and provide all information to the Director-General of the Department of Planning for consideration.

The Director-General of the Department of Planning may elect to further investigate the issue, or he/she may accept the information provided and make a decision on the appeal in consultation with the Chief Executive of NSW Maritime and the Chief Executive Officer of the Sydney Harbour Foreshore Authority. The Director-General of the Department of Planning will draft and issue a response to the applicant.

Confidentiality

All information provided in both successful and unsuccessful applications will be considered as having been submitted in confidence subject to the information listed below (applicable to successful applicants only).

Public Information and Award of Funding Grants

Following the notification to applicants of the results of their application, the following information will be made publicly available and may also be published in the press:

- name of successful applicant(s)
- project description, location and completion timetable
- total project value
- level of Access Program grant funding offered.

CONDITIONS OF GRANT

Successful applicants wishing to take up the offer of Access Program grant funding will be required to confirm in writing acceptance of the Conditions of Grant. The Conditions of Grant will be supplied with the Notification of Offer. Conditions of Grant will contain the following General Clauses and possibly some Project Specific Clauses that may have been identified in the application assessment process. Payment of grants is conditional on written acceptance of the Conditions of Grant.

General Clauses

Funding is not available retrospectively. Applicants must not plan to begin a project dependent on a grant before receiving formal written notification that they are successful/unsuccessful and the level of funding granted to their project.

Assistance will be available in the form of a direct funding grant based on the project budget submitted in the application.

The Sharing Sydney Harbour Access Plan and the Sharing Sydney Harbour Access Program funding sources must be acknowledged in all promotional material, including newsletters and press coverage associated with the assisted project, in the manner specified in the Project Specific Clauses of the Conditions of Grant. This will include use of the logos and standard text of acknowledgment. This acknowledgment must also be included in any construction information signage or plaque attached to the completed project.

Grant funding will only be provided subject to the establishment of appropriate project management arrangements, as outlined in the application and any further requirements detailed in the Project Specific Clauses of the Conditions of Grant.

Grant funding is dependent upon the project complying with all relevant Commonwealth, State and local authority environment, heritage and planning laws/regulations, as well as appropriate Australian Standards and Codes of Practice. The grant recipient must ensure that the project complies with all such requirements.

Indemnity

The Applicant shall indemnify the Director-General of the Department of Planning and the Chief Executive of NSW Maritime on demand against any costs,

demands, claims, liability, proceedings or loss including but not limited to, actions in respect of injury to any person or damage to any property, and actions in respect of any infringement of any intellectual property rights arising out of or in connection with the grant or project or the council's failure for any reason to provide and/or act in accordance with the requirements of this agreement.

The council hereby agrees to release and discharge the Director-General of the Department of Planning and the Chief Executive of NSW Maritime from any such costs, demands, claims, liability or proceedings or loss described in the above paragraph.

Termination of Grant Funding

Access Program grant funding may be terminated if it is considered, in the opinion of the Director-General of the Department of Planning that:

- the project is not being carried out with competence and diligence
- the project is not being carried out in accordance with the Conditions of Grant
- the successful applicant fails to provide information during the course of the project concerning administrative, project management or financial aspects of the project in accordance with the Conditions of Grant or following a reasonable request from the Management Team.

Recovery of Grant Funds

Upon completion of the project or termination of the funding grant, the Access Program grant funds that have not been expended or committed for expenditure on the Access Program project shall be recoverable by the Access Program.

Payment of Grants

Payment of grants will generally be on the basis of 50% of actual costs to the limit of the grant, either as progress payment claimed by the applicant in a Certificate of Expenditure or a single grant payment at the completion of the project.

The project must be commenced within 12 months from the date the applicant was notified that its grant funding application was successful. If the project does not begin within this period or if the grant funding is not fully expended (in accordance with the agreed program) within 24 months of the announcement, it may be withdrawn.

Funding for certain projects may be provided on a progressive basis, with funding for each successive stage made available following the satisfactory achievement of a predetermined project milestone.

Project Committee

A Project Committee to review the overall direction of the project may be established and managed by the applicant in situations where:

- the work associated with the project is of a complex nature
- extensive consultation with the community or other organisations is required
- grant funds exceed \$40,000, or
- the Access Program requires it as a Project Specific Condition of Grant.

This Project Committee is intended to provide a steering role only and would not exercise or hold any contractual or managerial responsibility or liability for the project or infrastructure works. The Committee would meet on a regular basis, to review progress against the project program. The Project Committee should normally include land owner, local council, future manager/owner of the infrastructure works and project manager for the infrastructure works.

The Management Team reserve the right to nominate a representative for the Project Committee. The Project Committee may also include the Maritime Infrastructure Program manager or representative and a representative from any other government funding organisation.

Reporting Requirements

The project manager would be required to provide as a minimum a succinct written project progress report to each Project Committee meeting.

Project Variations

Any request for a variation to the agreed scope of the work must be endorsed by the Project Committee, and submitted to the Management Team for approval prior to the variation works being undertaken or funding committed for the variation. Such approval requires consultation with funding partners.

Project Completion

Upon completion of the project the grant recipient must provide a statement of compliance and an audited financial statement.

Statement of Compliance

The statement of compliance must be provided within one month of project completion. It must:

- state if the Access Program funding grant has been used for the purpose for which it was provided
- confirm that the Conditions of Grant have been met
- be signed by an authorised officer of the applicant's organisation.

Audited Financial Statement

Within three months of the completion of the project, the applicant must forward to the Management Team the following:

- An audited statement of receipts and payments, in respect of the project, certified by the chief financial officer of the applicant's organisation using a Certificate of Expenditure in a format acceptable to the Management Team. An independent audit of accounts is to be provided where requested by the Management Team.

The statement shall also include receipts and payments and a balance sheet in respect to the funding grant; and certification that salaries and allowances paid to people employed under the funding grant are in accordance with award salary rates.

Specific Project Clauses

Specific project related clauses will usually be added to the Conditions of Grant. These will typically include:

- request for updated program of project works
- request for plans, staging and other details
- details of grant release method
- details of signage requirements
- publicity and opening ceremony requirements
- time limitations for expenditure of grant funds.

NOTES ON THE GRANT APPLICATION FORM

These notes provide guidance for completing of the Grant Application Form. The form should only be completed after this Information Kit has been read. The Application Form is included as Part 2 of grant application documents.

Date for Submission of Application

Applications must be received by 5.00pm on **Friday 1 May 2009**.

Address for Submission of Application

Sharing Sydney Harbour Access Program
Management Team
Department of Planning
23-33 Bridge Street
GPO Box 39
SYDNEY NSW 2001

Contact Details for Assistance

Applicants requiring further information or assistance regarding the Access Program, project planning or consent requirements for projects should contact the Management Team.

Tel 9228 6256
Fax 9228 6233
Email harbour@planning.nsw.gov.au

Contents of the Grant Application Form

The Grant Application Form has ten sections that are divided into five categories as follows:

The Proponents and Management

- Applicant
- Applicant's Project Manager

The Project

- The Proposed Project
- Project Site Access
- Project Planning
- Project Programming

The Finances

- Costs and Funding.

Other

- Applicant's Prior Funding History.
- Other Project Stakeholders.

The Authorisation

- Statement of Authority and Signature.

Applicant

The applicant organisation is expected to be a local government or state body. If it is not then attach:

- 📎 Information establishing the legal status of the organisation. Clubs and groups should include a copy of their Certificate of Incorporation.

The applicant's contact person should be someone who has the responsibility for the project within the applicant organisation and would be the first point of contact for resolving any issues regarding the project.

Applicant's Project Manager

It is a Condition of Grant that the project should be competently managed.

If project management services are provided by the applicant's professional staff, please attach:

- 📎 Curriculum vitae of the person who will act in the role of project manager.



If project management services are provided by professional organisation then details should be provided in this section. Please attach:

- 📎 Details of the experience and expertise of the project management organisation.
- 📎 Curriculum vitae of the person who will act in the role of project manager.




The Proposed Project

The Project Name. This should be a short descriptive title and be repeated on page 1 of the application form.

Project Location. Please attach maps showing:

-  Regional location of the project at 1:25,000 or 1:10,000 scale.
-  Project plan at an appropriate ISO scale, eg 1:500.




Project Description. In addition to the written description of the project please attach planning and technical details such as:

-  Coloured concept plans.
-  Engineering plans for construction.
-  Details of who will carry out the work, eg contractors, community groups.



Is the Project part of a larger scheme? Please attach details of the scheme, eg if the project is a link in a cycleway, then provide details of the Bicycle Plan.

Project Site Access

Does the Applicant own the land? If the applicant does not own the land then details are required to establish the tenure. Please attach:

-  Details of all leases or tenure agreements that cover the project site.
-  Dates when each of the above will expire, require renewal, etc.
-  Details of any options in the lease(s)/ agreement(s) that may be exercised to extend/curtail their duration.

Does the applicant have unrestricted legal access to the project site? If the applicant does not have unrestricted legal access for either the project implementation or ongoing operation and maintenance then please attach:

-  Details of the restrictions, and
-  Actions that will be required to manage the restrictions.

Project Planning

Who are the consent authorities for the project? If you are unsure which is the appropriate consent authority or what kind of approvals may be required,

please contact the Management Team.

What approvals are still required? The approvals required for a project depend on its location. To help identify these the applicant should try and establish if the project requires development consent under:

- Council's local environmental plan
- Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005
- Any environmental planning instrument

or is located on a

- State Environmental Planning Policy (Major Projects) 2005 site.

The Management Team will be able to help if you are unsure.

Please attach copies of any studies that have been carried out on the project. Please attach a hard or electronic copy of each with the application.

Costs and Funding

Project Funding

Supporting documentation and other information should be attached to support details of available funds. This may include letters from other agencies, bank statements, loan details, how the value of voluntary labour or in-kind support was determined.

Other Project Stakeholders

Projects may have more than one stakeholder, especially when different proponent authorities/ organisations are cooperating to undertake a project. One of the proponents will have been nominated as the lead organisation to act as the applicant.

Attach the Letter(s) of Association from any other proponent(s) which should clearly indicate their commitment to the project and acceptance of the lead organisation to act as applicant.

Applicant's Prior Funding History

This section is to demonstrate the level of previous experience the applicant has in undertaking grant funded projects.

The first part should provide details of funding history of the project in question and of related projects if it is part of a larger scheme, eg a link in a cycleway.



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