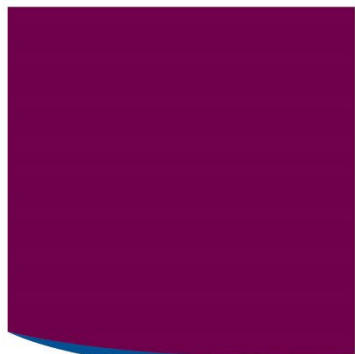


Better Active Transport in Greater Hobart



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Better Active Transport in Greater Hobart Grant Program Round 2 - 2023

In recognition of the importance of active transport infrastructure, the Tasmanian Government has made a commitment of \$2 million to assist the delivery of the Greater Hobart Cycling Plan.

The Better Active Transport in Greater Hobart Grant Program aims to:

- provide an opportunity for Hobart City Deal local government partners to develop and construct upgraded, new or extended active transport infrastructure at priority locations identified in the Greater Hobart Cycling Plan.
- increase active transport accessibility through improved amenity, ease of use and safety, enhancing the travel experience, thereby leading to a greater number of active transport users.
- increase local government capacity to design and build active transport infrastructure.
- improve recognition and understanding of the importance that active transport infrastructure plays in providing mode choice and thereby helping reduce traffic congestion and vehicle operating costs, improving health and the environment, and saving on other infrastructure spending across all Greater Hobart local governments and communities.

The grant program will run annually over a four-year period, or until funds are exhausted, and will be reviewed after the first two years. The Department of State Growth reserves the right to revise or discontinue the program at this point.

1. Eligibility criteria

For any queries about the eligibility criteria, contact: activetransport@stategrowth.tas.gov.au

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process.

To be eligible for a grant, applicants must:

- be a Hobart City Deal local government partner
- provide evidence of agreement from the Greater Hobart Transport Working Group (Hobart City Deal) of project ranking within the Greater Hobart Cycling Plan priority list (see section 4 for further information on active transport infrastructure prioritisation) – evidence must be in the form of meeting minutes
- not include bicycle infrastructure maintenance activities as part of their project
- be able to demonstrate readily available funding to support an application with a co-contribution – Tasmanian Government funding is up to 50 per cent of the proposed project
- be able to demonstrate the project can commence by the end of the financial year for which the applicant applied
- unless otherwise agreed in writing by the Department of State Growth, acquit any existing or previous grants from the Better Active Transport in Greater Hobart Grant Program before entering into another grant agreement under the Better Active Transport in Greater Hobart Grant Program.

2. Assessment criteria

Applications will be assessed against the following criteria:

1. the order in which the project is listed in the Greater Hobart Cycling Plan priority list;
2. A. for construction projects, provide detailed designs ready for construction (i.e. 'shovel ready') that use a '[safe systems](#)' approach, and a complete project plan for delivery of the works, which is to include a risk management plan and budget details; or
2. B. for non-construction projects, provide the planning and or design work completed to date, and evidence of the ability to progress the proposed planning / consultation / design with grant funding.

3. Infrastructure prioritisation

The Tasmanian Government commitment for active transport infrastructure represents a large injection of funding and will deliver a significant improvement to active transport infrastructure in Greater Hobart. However, constructing the entire Greater Hobart Cycling Plan will exceed what can be achieved with the current funding allocation.

To ensure the active transport infrastructure funds are used effectively, a prioritisation framework has been developed to create a priority list.

The prioritisation framework is outlined below.

Measure
Readiness – design, approvals and consultation underway or complete
Technical difficulty
Political support
Catchment – mode shift* opportunity
Strategic importance to the cycling network
Safety improvements

The priority list is dynamic, with 'readiness' being a strong determinant of ranking on the list.

* **Mode shift** means a change from one form of transportation to another. In the case of this program, the focus is on a shift from private car use to cycling.

4. Timeframes

No applications will be accepted after the closing date.

Description	Date/time
Program opens – Round 2	November 2023
Program closes – Round 2	8 January 2024 2:00 pm
Applicants notified (estimated date)	As soon as practical
Recipients to submit evidence of completing Round 2 works and a financial acquittal	15 June 2025
Rounds 3 and 4 to open in October 2024 and 2025 respectively, subject to funding.	Anticipated during the last week of October 2024 and 2025.
Rounds 3 and 4 to close for applicants in January 2025 and 2026 respectively.	Anticipated during the first week of January 2025 and 2026.

During the assessment process the department may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application within 15 working days of submission.

5. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

Applicants should read the guidelines carefully before starting an application. The application form is designed to help structure applicants' responses to then eligibility and assessment criteria.

There will be no opportunity to change an application once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.

Applicants should complete and lodge an application online via SmartyGrants from the active transport webpage on Infrastructure Tasmania website
https://www.infrastructure.tas.gov.au/policy_and_a_dvice/active_transport.

Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.

Applications will be assessed by the Transport Network Planning Branch (Branch), within Infrastructure Tasmania.

Applicants will be advised of the outcome of their application once considered by the Branch.

6. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director of the business unit where the application was assessed.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your

application. For further information about the process, contact:
activetransport@stategrowth.tas.gov.au

7. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the department.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the department.

8. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice

must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

9. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

8.1 How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

The department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

8.2 Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the department. In this situation the department will invoice the recipient.

10. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact activetransport@stategrowth.tas.gov.au.

9.1 Note

All applicants must take care to provide true and accurate information. Any information that is found

to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

11. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

12. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

13. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

14. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

15. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

16. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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