



Frequently asked questions Addendum

Get NSW Active program FY2024/25

Last updated: 8 December 2023



Transport for NSW proudly acknowledges the traditional custodians of the lands on which we work and pays respect to Elders past and present.

Applications, Eligibility, Assessment

Is there a way to preview the application questions and prepare a submission offline before completing it online?

Yes. The application form is available to download as a PDF from the [application portal](#), by selecting the 'Download preview form' button at the top of the page.

Are all approvals (REF, LTC and others) and stakeholder consultation reports required at the time of application for construction project funding?

Applications can still be submitted where documents or project processes are to be completed. The extent to which this impacts on scoring will be based on the project context and complexity, and the information provided by the applicant regarding project planning and milestones. If incomplete documents or processes represent a reasonable level of risk, and the applicant has demonstrated sound planning around these project steps, the project can score well in the relevant parts of the assessment.

What weighting does Local Traffic Committee (LTC) approval have in the assessment process?

NB: Answer updated 1 December 2023. See updated answer on following pages.

How will applicant contributions impact on assessment score?

Applicant contributions will be considered as part of 'project management approach and ability to

deliver the project' (referred to as 'Project Readiness' in the presentation). Transport for NSW offers funding for up to 100% of the project cost. Applicant contributions are not individually scored, but rather will be considered to the extent to which the contribution demonstrates organisational commitment to the project (and therefore a reduced risk of scope and time variation or project cancellation).

If a project was unsuccessful in receiving funding in a previous year, can it be resubmitted in FY2024/25?

Projects that were unsuccessful in gaining funding in previous years can be resubmitted. Applicants are encouraged to consider any feedback that was given on the unsuccessful project and to update the application to address current program Funding Guidelines requirements before resubmitting.

Will an application be scored lower if project approvals are not complete at the time of application funding?

Applications can still be submitted where documents or project processes are to be completed. The extent to which this impacts on scoring will be based on the project context and complexity, and the information provided by the applicant regarding project planning and milestones. If incomplete documents or processes represent a reasonable level of risk, and the applicant has demonstrated sound planning around these project steps, the project can score well in the relevant parts of the assessment.

Do councils improve their chance of securing funding if they co-fund the project?

Transport for NSW offers funding for up to 100% of the project cost. Co-funding is not individually scored, but rather will be considered to the extent to which it demonstrates organisational commitment to the project and risk mitigation.

Can more than one person edit a project application in SmartyGrants? For example, if someone is on leave, can someone else continue the application?

Yes. If you want multiple people to have access to an application you will need a SmartyFile organisation profile. If you do not already have an organisation profile, you can create one and add team members by heading to app.smartyfile.com.au. Once you have added team members to your organisation profile (or your organisation's Administrator has), you may have access to share the application with team members who have been given the appropriate permission within your SmartyFile organisation. Navigate to 'My Submissions' and click on the hamburger icon on the relevant submission, you will see a Share option. This will then give you a list of team members of your organisation that you can share the application with. Further support is available from the [SmartyGrants team](#).

How can councils access feedback on an application for the FY2023/24 program that was unsuccessful, so that the application can be improved for submission to the FY2024/25 program?

The opportunity to receive specific feedback on unsuccessful FY2023/24 applications was offered earlier this year. Please refer to the notification you received on 6 June 2023 for general feedback on your FY2023/24 application.

Projects

Why are projects associated with high schools not eligible for the \$10 million Active Travel to and from School funding pool?

In this first year of program establishment, the \$10 m Active Travel to and from School funding is targeted at supporting safe journeys to primary school age children. Projects associated with enabling high school active travel journeys are still eligible for the \$50 m funding and in line with the program Funding Guidelines, the assessment panel will give consideration to project submissions that connect people to centres, public transport interchanges, greenspace, and schools.

Can projects at multiple schools within an LGA be combined in to one application?

Yes, multiple school projects across an LGA can be packaged into one submission, in line with the requirements for Active Travel to and from School projects (i.e., within 500 m distance of a primary school, etc). The maximum value for the package must not exceed \$800,000. i.e., 2 x \$400k projects or 16 x \$50,000 projects).

For the Get NSW Active \$50 million funding, applications to undertake multiple construction projects under one grant are eligible up to a maximum value of \$2,000,000. The projects need to be of a similar facility type and have similar project outcomes. Details will need to be provided for each separate project/component within the application.

Is modification to traffic signals to provide Disability Discrimination Act (DDA) complaint kerb ramps eligible for funding?

Eligible project types are listed in Section 4.1 of the Get NSW Active Funding Guidelines. The application form includes an 'other' option which allows applicants to submit project types that are not specifically listed in Section 4.1. If submitting a project under 'other', applicants will be prompted to provide further information in their application explaining how the project aligns to Get NSW Active program objectives. Applicants seeking funding under 'other' are also encouraged to review ineligible project types and specific funding exclusions before preparing their application.

Are programs that encourage people to walk or ride eligible for funding?

Non-infrastructure projects such as behavioural change campaigns, events, promotions, or maps are ineligible for funding under the 2024/25 Get NSW Active program.

Are programs that provide equipment such as bikes eligible for funding?

Provision of equipment is not an eligible facility type under Get NSW Active.

Is an upgrade of an existing facility (e.g., a zebra crossing to a wombat crossing) eligible?

Provided that the upgraded facility type is of an eligible type, upgrades are eligible for funding. Please note: maintenance of existing assets is ineligible for funding.

To be eligible for active travel to and from school funding does the project need to be

within 500 metres radius, or walking distance, from the school?

The primary objective of this guidance is to enable better infrastructure in the immediate walking vicinity of primary schools. The 500m distance is a recommendation to target safer, short walking trips for young children. Applicants are advised to consider the intent of the active travel to and from school program when preparing their submissions. Projects that provide direct, high quality links to the school will score highest, however, critical links or safety improvements that fall outside 500m to a school will also be accepted for assessment.

For quietways, do they need to be designed to allow for 30km/h in the future, or do they need to be signposted at a speed of 30km/h at project opening?

As per section 4.2 of the program Funding Guidelines, designs for quietways must include treatments/facilities that would enable the speed limit to be reduced to 30km/h upon project opening without the need for additional traffic calming works.

Is solar lighting an eligible facility type for funding?

Solar lighting is not an eligible facility type as a standalone project but could be included as part of a larger project.

Are High Pedestrian Activity Area (HPAA) projects eligible for funding under the Get NSW Active program?

High Pedestrian Activity Area (HPAA) projects are not specifically listed as an eligible funding type under the Get NSW Active program. Eligible project types are listed in Section 4.1 of the Get NSW Active program Funding Guidelines. The application form includes an 'other' option which allows applicants to submit project types that are not specifically listed in Section 4.1. If submitting a project under 'other', applicants will be prompted to provide further information in their application explaining how the project aligns to Get NSW Active program objectives. Applicants seeking funding under 'other' are also encouraged to review ineligible project types and specific funding exclusions before preparing their application.

Are standalone amenity upgrades to an existing (or recently constructed) bike path eligible? i.e., tree planting along an existing dedicated bike path?

Supporting or ancillary facilities that are directly linked to, and support or enhance the walking and/or cycling connection can form part of an application but are not eligible as a standalone project. Please note there are specific funding exclusions identified in Section 4.6 of the program Funding Guidelines that cannot be funded under Get NSW Active regardless of whether they form part of a larger project.

Are reconstruction projects (key paths or parts) eligible under this program?

Maintenance of existing assets is an ineligible project type under the Get NSW Active program.

Can councils apply for design funding for a project that is currently at the concept design stage?

Yes. Applications can still be submitted where earlier project processes or stages are yet to be completed. The extent to which this impacts on scoring will be based on the project context and complexity, and the information provided by the applicant regarding project planning and milestones. If incomplete processes or stages represent a reasonable level of risk, and the applicant has demonstrated sound planning around these project steps, the project can score well in the relevant parts of the assessment.

Can the cost of internal (council) staff to deliver the project be included in the application for Get NSW Active funding?

Internal/permanent staff costs are ineligible for funding. Funding for full- or part-time project management resources specific to the project can be considered. Applicants should detail their proposal and rationale for this approach in their application.

PLEASE NOTE

Questions received from applicants and answered in the period 10 November – 8 December 2023 are included on the following page.

New questions and answers

2 – 8 December 2023

Applications, Eligibility, Assessment

Why is the contingency percentage calculation showing less than the dollar amount I entered?

We are aware that there is an issue with how the application form is calculating the contingency percentage value. Applicants are advised to calculate their contingency amount in dollars and add it to their project cost. The assessment process will consider the contingency amount in dollars (and not the (incorrect) calculation of the percentage contingency). We may also contact applicants during the assessment phase to confirm figures provided. We apologise for the confusion this may have created.

Projects

Can we apply to remove a broken footpath and construct a replacement footpath?

Upgrade of an existing facility is eligible if it improves the walking or cycling outcomes consistent with the Get NSW Active program objectives (e.g., providing a wider path or upgrading an at-grade 'zebra' crossing to a raised 'wombat' crossing) and is of an eligible facility type. Maintenance of an existing asset by replacing 'like for like' is ineligible.

Is an application for a design project that also includes a small amount of construction eligible?

Projects that include a combination of stages (for example a predominantly construction project where some design work is still required, or a predominantly design project where some early construction works are proposed) can be submitted. In this scenario, applicants are encouraged to include itemised project schedules and cost estimates clearly indicating the separate stages of the project. Each stage should be able to function as a standalone project.

Can we complete a design project in less than three years?

The project can be completed earlier than three years (e.g., one year), but no later than three years.

Can I apply for funding for a project where some documentation is still to be completed?

Yes, applications can still be submitted where documents or project processes are to be completed. The extent to which this impacts on scoring will be based on the project context and complexity, and the information provided by the applicant regarding project planning and milestones. If incomplete documents or processes represent a reasonable level of risk, the applicant should demonstrate sound planning around these project steps.

New questions and answers

25 November – 1 December 2023

Applications, Eligibility, Assessment

Can I apply for design funding for an Active Travel to and from School project?

For Active Travel to and from School projects, funding is available for construction only. For general active transport projects, funding is available for strategy/plan development, project design, and project construction. Therefore, if you wish to apply for design funding, you will need to make an application under the general Get NSW active funding stream.

What sort of documentation should I provide to show stakeholder support for the project?

Requests from stakeholder groups, Council meeting minutes, or Local Traffic Committee Minutes are all examples of documents that can be attached to the application as evidence of stakeholder support/approval for the project. Alternatively, if consultation is yet to be carried out, a summary of planned consultation activities can be included.

If I have two projects or a similar type, can I submit them as one application?

Where council proposes to submit multiple applications for construction projects of a similar facility type and outcome, Council can choose whether to submit the projects as separate applications or whether to package the projects into a single application. The rationale for the approach can be provided in the application form where there is space to provide details regarding the project management approach chosen and why it is appropriate for the project type and setting.

As per Section 2.8 of the Get NSW Active Funding Guidelines, proposals to undertake multiple construction projects under one grant

are eligible up to a maximum value of \$2,000,000. The projects need to be of a similar facility type and have similar project outcomes. Details will need to be provided for each separate project/component within the application.

Can council complete preliminary works internally and then engage a contractor to construct the project?

Parts of the project development/design can be completed internally but these components would not be eligible for funding and would need to be excluded from the application. There is space on the application form for Council to provide detail around the project management approach and the reasoning why it is appropriate for the specific project. Where projects are ready to commence construction, councils can apply for construction-only funding.

Can we apply for funding for an internal review of an existing strategy?

Internal staff costs cannot be funded through the Get NSW Active program.

Will the number of applications I submit effect the funding outcome?

The maximum number of applications each council can submit is five. All applications are assessed on the criteria set out in the Get NSW Active funding guidelines. The number of submissions made by a council does not affect the assessment process.

What weighting does Local Traffic Committee (LTC) approval have in the assessment process?

Local Traffic Committee endorsement will be considered on a project by project basis. Providing evidence that the project has been endorsed by Local Traffic Committee can improve a project score if it demonstrates or evidences that the project is ready to proceed to the stage for which funding is being sought, however, it may not be critical for a good application score. If the project is still to be reviewed by Local Traffic Committee, or if the project is being delivered under delegated authority (e.g. the [Temporary Delegation](#)), applicants can provide details of the next steps in the application, and include reasoning as to why the approach being taken is appropriate to the project context.

Projects

What sort of design documents do I need to provide to support an application for a footpath?

As per the details in the Get NSW Active funding guidelines, for projects that are relatively simple and that require minimal approvals (e.g., new footpaths) a standard construction detail and map/diagram showing the project scope may be sufficient (while for more complex projects the documentation expectations will increase proportionally). Section 3.2 of the guidelines provides additional information on documentation requirements while Section 5.6 provides information on how documents attached to

Are temporary road closures enabled by the recent Vibrancy Reforms eligible for funding?

Potentially, if the applicant can demonstrate that the project aligns with the Get NSW Active Program objectives and eligibility criteria, and that the project management and delivery approach is appropriate for the project context.

Does the design for a shared path need to be final stage detailed design?

Progress designs can be submitted with an application. Applicants are encouraged to ensure there is sufficient detail in documents submitted to demonstrate that the project is ready to proceed to the stage for which funding is being sought.

If applying for design funding how much detail do I need to provide?

The level of detail required will vary based on the project scale, setting and complexity. As above, applicants are encouraged to ensure that there is sufficient detail to demonstrate to the assessment panel that the project is ready to progress to the stage for which funding is being sought.

When detailing reasons for a proposed narrower pathway width within Planning & Design Documentation, what images would be preferred as demonstration of project setting constraints?

It is recommended that supporting evidence is included in the application to justify any deviations away from the recommended minimum 3.0m path width. Evidence provided should be site-specific and to a sufficient standard to communicate the constraints, options considered and why the preferred option is to deliver a narrower path.

Is a footpath linkage between two streets considered to be a walking connection?

Footpath projects can be submitted under 'walking connections'.

The Get NSW Active Funding Guidelines (section 4.2) include the following additional information regarding walking connections:

Projects in this category are most likely to secure funding where they demonstrate significant potential to enable more people to walk for short trips. Applicants are encouraged to submit projects that:

- combine midblock and intersection upgrades to deliver complete connections that enable end-to-end walking trips
- improve walking access at intersections via the provision of raised pedestrian crossings, continuous footpath treatments, or kerb buildouts
- deliver wide paths providing ample space for circulation (footpath widths should align with the recommendations in the Walking Space Guide)
- deliver connections that link students within a school catchment directly to the school
- strengthen connections to centres, shops, public transport, and major parks/open space
- include place design elements that improve outcomes for people walking.

If a proposed connection to a primary school extends more than 500 metres from the school, applicants may consider either:

1. Separating the project into two sections, with the section within 500 metres of the school eligible for funding from the Active Travel to and from School program, and the remainder of the project eligible for Get NSW Active program funding only. This would be considered as two of the five applications that each council is able to submit.

Notes:

- Applications for the Active Travel to and from School program will automatically also be considered for Get NSW Active program funding
 - Applications for the Active Travel to and from School program must be delivered within two (2) years, whereas applications for the Get NSW Active program must be delivered within three (3) years
 - Each application will be assessed separately on its own merits as part of the competitive Get NSW Active process.
2. Submitting the entire project for Get NSW Active program funding only. To support your application, ensure you describe the project benefits associated with improved connectivity to the school. This would be considered as one of the five applications that each council is able to submit.

New questions and answers 18 - 24 November 2023

Applications, Eligibility, Assessment

Can I apply to review or redevelop a strategy / plan that was developed less than 10 years ago?

While councils can apply for funding to review a strategy/plan that is less than 10 years, the Get NSW Active Funding Guidelines state that plan development applications from council with no existing plan, or a plan older than 10 years, will be prioritised for funding.

Projects

Can I make one application for a multi-year project where the first stage is funded by Active Travel to and from School funding, and the second stage is funded by Get NSW Active funding?

To be eligible for the Active Travel to and from School program, projects must be for construction only, and extend no further than 500 metres in a direct walking route from the applicable primary school.

Would a combination of continuous footpath treatment and shared zone meet the eligible project criteria?

An application can comprise any combination of eligible treatment types to support walking and/or cycling movements on a route or connected routes. In the guidelines we encourage bike path, walking connection, and quietway applications to deliver not only routes for walking and cycling movements but also appropriate crossing treatments and other measures along the route.

Can I include updating a strategy / plan with a construction project as one application?

Get NSW Active offers funding for three active transport project types:

1. Strategy/plan development
2. Design
3. Construction (including design + construction)

Each application must be for one of the above project types only. For example, applications for a walking and/or cycling strategy/plan and a construction project must be submitted separately.

Please note that different funding thresholds apply to each project type. Refer to section 2.8 of the Get NSW Active FY2024/25 Funding Guidelines for more detail on the thresholds.

If council is successful in securing Get NSW Active funding, can the project commence before 1 July 2024?

A Get NSW Active project will comprise the scope of works (only) set out in the funding agreement between Transport and Council. This may be for all or selected sections/stages of a Council project.

Get NSW Active funding is only available for costs associated with the agreed scope of works. Transport will accept invoices for these activities from 1 July 2024 only.

How do I include the start and end points for multiple construction projects submitted under one application, if the form only allows for one set of co-ordinates?

It is recommended that councils include the start and end co-ordinates of one of the projects, and then provide further location details in the text box for the project description section. Note that for multiple construction projects to be submitted under one grant, the projects need to be of a similar facility type and have similar project outcomes.

How do I include the coordinates for a project that is not linear? e.g., has three start / end points.

As above, it is recommended that councils include the start and end coordinates of one of the parts of the project, and then provide the coordinates of the other parts in the text box in the project description section.

profile.

Please note: If you want multiple people within council to work on the application, you'll need to set up an organisation profile, and then add individuals to the organisation. Please see previous FAQ response in this document for directions on how to do this.

Projects

Are upgrades of flat crossings eligible?

Applications to upgrade an existing facility can be submitted. The new facility type must be an eligible facility type, and the applicant will need to demonstrate how the upgrade will deliver outcomes which align with Get NSW Active program objectives. Maintenance of existing assets (i.e., reconstructing like for like) is ineligible under the program.

Would community/school requests, Council Meeting Minutes or Local Traffic Committee Minutes be eligible evidence? E.g., upgrading a flat crossing or installing new signalised crossing.

Requests from stakeholder groups, Council meeting minutes, or Local Traffic Committee Minutes are all examples of documents that can be attached to the application as evidence of stakeholder support/approval for the project.

Are signalised intersections eligible projects?

Eligible project types are listed in Section 4.1 of the Get NSW Active Funding Guidelines. The application form includes an 'other' option which allows applicants to submit project types that are not specifically listed in Section 4.1. If submitting a project under 'other', applicants will be prompted to provide further information in their application explaining how the project aligns to Get NSW Active program objectives. Applicants seeking funding under 'other' are also encouraged to review ineligible project types and specific funding exclusions before preparing their application.

What do I enter under applicant contributions to the project costs?

Applicants should enter the amount that they are contributing to the project in the project costs and funding section. To check that you have entered your figures correctly, refer to the confirmation of project costs and funding section. The amount requested, plus your contribution and any other funding sources should equal the total project cost. You will see a \$0 figure in the

New questions and answers 10-17 November 2023

Applications, Eligibility, Assessment

How can I update our registered users for the application system if the people registered no longer work for council?

This year we are using the SmartyGrants system for Get NSW Active applications. This system allows all applicants to set up their own account

funding difference amount if your figures have been entered correctly.

Key contacts	
General questions	activetransport@transport.nsw.gov.au
Complaints	Transport for NSW feedback
Probity concerns	rstein@procuregroup.com.au