

Transport  
for NSW

# Transport Access Regional Partnerships Guidelines 2023-2024

[transport.nsw.gov.au](https://transport.nsw.gov.au)



# Contents

<b>1. Purpose.....</b>	<b>4</b>
<b>2. Benefits .....</b>	<b>4</b>
<b>3. Geographical coverage .....</b>	<b>4</b>
<b>4. Eligibility .....</b>	<b>6</b>
4.1 Eligible organisations.....	6
4.2 Conditions of Eligibility.....	6
4.3 Program target groups.....	6
<b>5. Funding principles and priorities .....</b>	<b>7</b>
<b>6. Funding model.....</b>	<b>8</b>
6.1 Budget cycle.....	8
6.2 Provisional regional allocations.....	8
<b>7. Duration of funded projects .....</b>	<b>8</b>
<b>8. Types of projects funded .....</b>	<b>8</b>
8.1 Information.....	9
8.2 Capacity building.....	9
8.3 Subsidies.....	9
8.4 Bus services.....	10
8.5 Project On-costs.....	10
<b>9. Processes for a standard application .....</b>	<b>11</b>
9.1 Application process.....	11
9.2 Submission of applications.....	11
9.3 Assessment of applications.....	11

9.4 Approval of application.....12

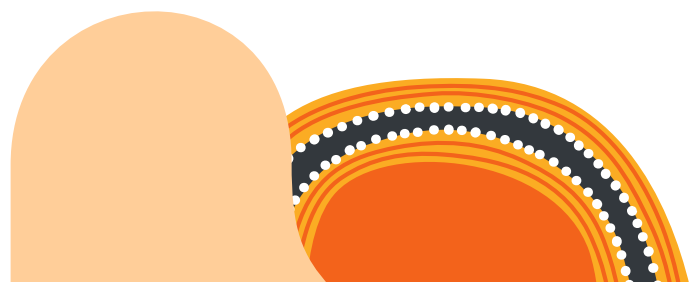
**10. Project evaluation..... 12**

**Appendix A – Eligible Local Government Areas ..... 13**

**Appendix B - TfNSW Community Partnering Team ..... 14**

Author	Erin Hartwig, Grants Officer
Date	June 2023
Version	1.8 final
Reference	IS2022/002147
Division	Regional & Outer Metropolitan
Review Date	June 2023

OFFICIAL



## 1. Purpose

The Transport Access Regional Partnerships (TARP) Grants Program has small scale funding available to support initiatives to improve services and outcomes for sections of the community that need improved transport.

## 2. Benefits

This program aims to improve social outcomes for transport disadvantaged sections of the community by providing better access and more transport options.

The funding is for shorter term projects, ongoing funding is not guaranteed.

- The development of potential transport services where there are no other options and clear need is evident
- The provision of subsidy programs for targeted to specific transport disadvantaged groups
- The building of community capacity to manage transport challenges
- The provision of essential information.

## 3. Geographical coverage

The TARP Grants Program corresponds with the areas of NSW aligned with RRBSC regions and a limited number of OMBSC regions, as shown at Figure 1. The table at **Appendix A** provides the full list of eligible LGAs.

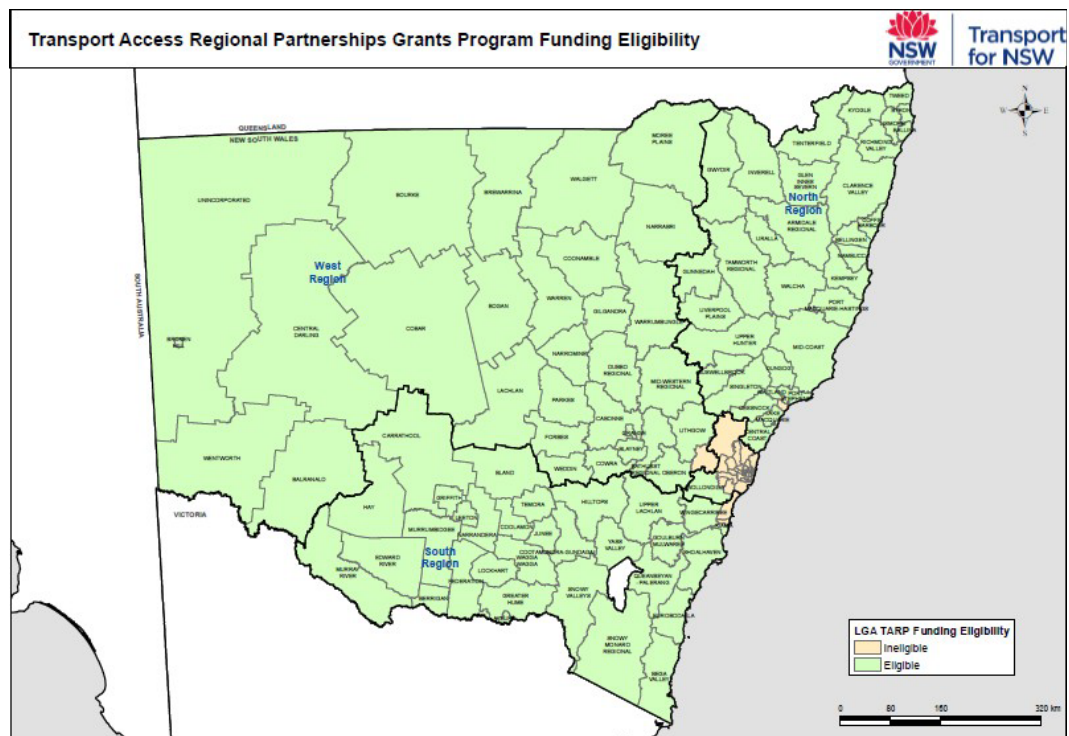


Figure 1 – Transport Access Regional Partnerships Funding Eligibility

## 4. Eligibility

### 4.1 Eligible organisations

Organisations eligible to receive funding under the program may include non-profit community-based organisations, incorporated organisations, local councils, Aboriginal Land Councils and statutory agencies that hold a current Australian Business Number (ABN). Other individuals or groups are free to propose projects either directly to Transport for NSW (TfNSW), via the Community Partnering Team (see **Appendix B**), or to an eligible organisation in their region.

Developing partnerships with other organisations is strongly encouraged, including with State agencies, local councils, transport operators, community organisations and other stakeholders.

### 4.2 Conditions of Eligibility

Organisations are required to hold public liability insurance with a minimum cover of \$5 million and provide evidence in the form of a Certificate of Currency if required, unless otherwise approved by TfNSW.

Funding recipients must agree to indemnify and release Transport for NSW against all liability, damage, loss, cost or expense arising from any claim, demand, action, suit or proceeding for damages, debt, restitution, equitable compensation, account, injunctive relief, specific performance or any other remedy arising out of activities associated directly or indirectly with the grants program.

Individuals involved in transport activities associated with the grants program must hold the appropriate driver licence and have lawful access to a registered vehicle with the appropriate level of insurance for the transport activities being undertaken.

Funding recipients must comply with all obligations under State and Commonwealth law, and in particular, the road transport law and work health and safety laws of NSW.

### 4.3 Program target groups

Funding is available for projects that focus on transport disadvantaged groups within the community. Transport disadvantage is defined as:

*People who are transport disadvantaged have less choice about when, where and how they travel relative to others. The effects of transport disadvantage can span generations.*

*We know that the chance for children born in poverty to become economically successful as adults is likely to be greater for those living in communities with good transport options that provide better access to education and extra-curricular activities. People may experience transport disadvantage if affected by one or more of the following:*

- they live in an area with few or no public transport services
- they travel long distances to buy goods or access services and employment
- services are not available at the times they need to travel or to the destinations they need to reach

## Transport for NSW

- they have difficulty using available transport services due to age, disability, behaviour or cultural background
- they have limited access to a private vehicle and/or face barriers to obtaining and maintaining a driver/rider licence
- they have difficulty paying the cost of their travel.

This group includes people who are unable to access health, work, training, educational\* or recreational facilities due to:

- Limited or no access to a car or regular public transport services (e.g. people in isolated towns, people without a licence, etc.)
- Lack of mobility
- Socio-economic circumstances e.g. Culturally and Linguistically Diverse (CALD) customers

Funds will be directed to areas where projects are responding to clearly identified community needs and to organisations who demonstrate that the greatest community benefit will result.

*\*not available for school travel*

## 5. Funding principles and priorities

TfNSW allocates funding based on the following criteria:

- Evidence based information in the application that defines a problem and supports the project
- Perceived ability to deliver the stated outcomes
- Equitable distribution of funding across regional areas
- Other relative projects in an area and remaining budget.

Applicants are encouraged to not overstate the case and provide evidence-based proposals. Projects that can demonstrate strong community support and those that use existing transport resources to provide high value for money solutions are preferred.

Funding is approved primarily to increase the level and range of transport provision to the target group. This is usually achieved by increasing the use of existing transport resources within the community and, as such, funding the purchase of vehicles is outside the scope of this program.

Any funding granted under this program must be spent according to the details set out in your application. Any variation of the project is valid only when approved in writing by TfNSW. TfNSW reserves the right to recall any funding that is not spent under the payment terms and conditions or not in accordance with an application

Payment and reporting terms will be discussed and agreed on during the appraisal stage with the provider and TfNSW assessor. All projects over \$9,000 will incur milestone payments for project and a final 10% milestone to be paid on final reporting submitted and all requirements met.

## 6. Funding model

### 6.1 Budget cycle

Each funding round opens 1 July and closes on 30 May the following year, unless the allocated budget is expended beforehand.

### 6.2 Provisional regional allocations

The budget is equally split into four parts of North, South, West and Strategic Projects. Strategic Project funds are reserved for projects that cross multiple regions.

In the event that there is an under-subscription in any of the NSW Regions or Strategic Projects allocations, TfNSW reserves the right to reallocate surplus funding to applications approved in other eligible NSW Regions from the month of February.

## 7. Duration of funded projects

The duration of funded projects for service provision can range from a day event, a few months, or up to 2 years. Projects for longer than 2 years are generally not encouraged, though discussions should take place with your Community Partnering team if a longer timeframe is required.

In some cases, funding will be for the provision of a product such as transport guides or promotional material. In these cases, the project will be completed when the product is produced, and the applicant has completed any evaluations required by TfNSW.

## 8. Types of projects funded

Funded projects need to promote a coordinated approach to providing effective transport solutions by aiming to make better use of existing transport resources.

***Ongoing funding is not guaranteed through this program.***

If services are intended to extend into the future, a clear identification of future funding source and a realistic transitional plan is required for your project to be considered.

NDIS specific projects are ineligible through this program and must be referred back to their NDIS provider. Note, NDIS participants can be included on wider community initiatives.

Funding is available for short-term projects and need to address at least one the following five categories as they relate to transport services:

- Information
- Capacity building (transport related)
- Subsidies (person centred)
- Bus services (where no other service option exists)



- Project On-costs (this can only be applied for with one of the other categories)

### **8.1 Information**

Information is a basic requirement for transport and is demonstrated by the following project types:

- Access and Mobility Information Days (largely for seniors but also includes other transport disadvantaged groups)
- Regional or local transport Guides (comprehensive, and multi-modal)
- Promotional materials for transport products, e.g. Regional Excursion Daily (RED) ticket
- Mapping of rural transport services (GIS coding, etc.)
- Specialised transport information products such as the Transport Development Kit – Connecting Communities booklet for rural and remote communities
- Mapping of access processes for clients of different service types – outlining who they should go to for travel assistance.
- Support of appropriate research relevant to the local area.

### **8.2 Capacity building**

Capacity building includes the capacity of the individual or the community to directly meet their transport needs. Examples of capacity building may include;

- Spare Capacity Booking System: An electronic calendar that enables the coordination of spare capacity in vehicles travelling along corridors
- Car pooling
- Bus brokerage systems
- Bus driver licensing (LR,MR and HR) or mentoring for required hours
- Travel training, both individual and group activities
- Whole of government work in disadvantaged communities where TfNSW is a key player and contributes a small proportion towards transport to allow an integrated approach to problem solving.

This category does not include the capacity of an individual to access transport but needs to deliver broader community benefit by delivering greater participation in life in some way. For example, a taxi travel voucher will help build the individual capacity but does not build the capacity to meet the general transport need.

### **8.3 Subsidies**

The person centred subsidy is used for accessing supporting funds to engage existing transport services to solve the transport disadvantage problem. Examples include:

- Taxi vouchers provide for a flexible and fast response and are usually available 24 hours

OFFICIAL

## Transport for NSW

- Bus vouchers are used where there is an existing bus service that meets the need of the client
- Community transport vouchers (where offered by the organisation)
- Bus charters for one off, special events or for a specific limited target group should be included in this category.

### **8.4 Bus services**

This category is dedicated to those places where the whole service is needed for a particular geographical configuration/link and there is no other service available.

Projects belong in this category if:

- The need is recurring (could be once or twice per week, or once a month)
- They provide a geographical link available for the general public
- It will be a proving ground for a regular service beyond the life of this project. Examples include:
  - A remote daily bus service in excess of 40kms that provides essential access to remote places with extreme disadvantage indicators
  - Feeder services to corridor transport opportunities
  - Flexible service such as a bus for people to access shift work in industrial areas, TAFEs or universities often situated on the edge of towns.

### **8.5 Project On-costs**

This category is for the on-costs directly associated with the project. Up to 10% of the total value of the grant can be applied for to assist with the on-costs organisations experience to run or manage the project.

Examples Include:

- Project management costs
- Administration costs
- Overheads costs associated with the project

This category can only be applied for with another category.

## 9. Processes for a standard application

TfNSW will advise when a funding round opens for the submission of a standard application. Such rounds will be opened every twelve months at the beginning of each financial year for the submission of applications.

### 9.1 Application process

An electronic application process has been established to streamline the project approval process allowing community access to funds to support innovative project initiatives. It has been established to provide a paperless and semi-automated process to help get the best outcomes possible under the program.

**Applications are to be submitted through the online grants managements system – SmartyGrants - <https://www.smartygrants.com.au/>**

All proposed projects should be contained within the application.

Data collected as part of this initiative will help establish better baselines and benchmarks for program activities.

The results will be aggregated to demonstrate the program's overall achievements and outcomes. It will also guide and inform what types of projects deliver the best community outcomes so that future funding provides the best value for money under TfNSW objectives.

The online application form aims to minimise the project appraisal and approval time by ensuring that applicants address all selection criteria in a consistent format.

Applicants are encouraged to consult with the local community groups and stakeholders to identify needs in their area.

Whilst it is not a requirement, collaborative applications that demonstrate consultation and support will be highly regarded. Applicants can demonstrate community consultation by attaching letters outlining the local consultation and support from the local bus operator and other interested parties.

### 9.2 Submission of applications

- Applications are to be submitted on-line on the official TARP application form on or before the due date.
- It is the responsibility of the applicant to ensure information entered in the form is accurate.
- Late applications will not be assessed unless there are exceptional circumstances and prior approval for late submission has been obtained from the Scheme Administrator.

### 9.3 Assessment of applications

- Submitted applications are received by the Grants Officer and checked for availability of budget.
- An assessment is then done by the relevant Community Partnering Precinct Team who will review all applications based on the principles and priorities outlined in these Guidelines. If these are met, a brief is prepared for submission.

- For *Closing the Gap* category projects targeting Aboriginal communities, the Senior Aboriginal Engagement Specialist is required to be consulted to ensure the project is consistent with the Closing the Gap principles, NSW Government Aboriginal Affairs directions and not duplicating other TfNSW funded projects.
- An appraisal is then conducted by Senior Manager Community & Place Partner of that relevant Precinct to ensure that customer values, collaboration and integrity are met. The areas assessed are workable solutions, safety, risk and governance, and value for money.

#### **9.4 Approval of application**

Payment and reporting terms will be discussed and agreed on during the appraisal stage with the provider and TfNSW assessor. All projects over \$9,000 will incur milestone payments for project and a final 10% milestone to be paid on final reporting submitted and all requirements met.

Once the process in 8.3 above is completed, a recommendation is made to the relevant Director Regional Community Partner for that Region and is approved or declined.

If the project is approved the applicant will be informed in writing of operational and reporting requirements, including the request for a tax invoice.

This process should take approximately 4 weeks after an application is submitted.

All invoices need to be on organisation/applicant letterhead, listing ABN, bank details and reference to GST. The GST status of an applicant organisation or the verification of the correct ABN will be checked at [www.abr.business.gov.au](http://www.abr.business.gov.au). GST is not payable between Government entities, i.e. – between TfNSW and local councils.

Upon receipt of a tax invoice, funds will be deposited into the applicant's account by electronic funds transfer (EFT).

## **10. Project evaluation**

Successful applicants are required to provide evaluation criteria for all funded projects. The evaluation you are required to complete will be based on the information provided in your application.

Interim evaluations will be required for many projects to ensure they remain on track and meeting the objectives. This interim evaluation provides opportunities to seek assistance from the Community Partnering team to help ensure a successful outcome.

It is essential that realistic assessments are made about what the project may achieve. Applicants are required to keep accurate records of activities conducted under the project to enable evidence-based reporting.

If you have been able to achieve savings on the completion of the project, you are required to advise TfNSW to enable the return of funds to the pool and allocation to other projects.

A final evaluation and acquittal will be required one month after completion of the project outlining lessons learned, value for money and other reporting criteria that may be specific to the project.

Organisations failing to provide evaluations will not be eligible for future funding.

## Appendix A – Eligible Local Government Areas

<b>North</b>	<b>South</b>	<b>West</b>
<b>Hunter &amp; Central Coast:</b>	<b>South East Coast Precinct:</b>	<b>East Precinct:</b>
Central Coast	Bega Valley	Bathurst
Cessnock	Eurobodalla	Lithgow
Dungog	Kiama	Mid-Western
Lake Macquarie	Shoalhaven	Oberon
Maitland	<b>South East Tablelands Precinct:</b>	Blayney
Mid-Coast	Goulburn Mulwaree	<b>Central West Precinct:</b>
Port Stephens	Hilltops	Cabonne
<b>New England Precinct:</b>	Queanbeyan-Palerang	Cowra
Armidale	Snowy Monaro	Dubbo
Glen Innes Severn	Upper Lachlan	Forbes
Gunnedah	Wingecarribee	Gilgandra
Gwydir	Yass Valley	Lachlan
Inverell	<b>Riverina Murray Precinct:</b>	Narromine
Liverpool Plains	Albury	Orange
Muswellbrook	Berrigan	Warren
Singleton	Bland	Warrumbungle
Tamworth	Carrathool	Weddin
Upper Hunter	Coolamon	<b>Far West Precinct:</b>
Uralla	Cootamundra-Gundagai	Balranald
Walcha	Edward River	Bogan
<b>North Coast Precinct:</b>	Federation	Brewarrina
Ballina	Greater Hume	Bourke
Bellingen	Griffith	Broken Hill
Byron	Hay	Central Darling
Clarence Valley	Junee	Cobar
Coffs Harbour	Leeton	Moree Plains
Kempsey	Lockhart	Narrabri
Kyogle	Murray River	Unincorporated
Lismore	Murrumbidgee	Walgett
Nambucca	Narrandera	Wentworth
Port Macquarie-Hastings	Snowy Valleys	
Richmond Valley	Temora	
Tenterfield	Wagga Wagga	
Tweed		

## Appendix B - TfNSW Community Partnering Team

NSW Region	Office Location	Community Partner	Phone	Email
<b>North Precinct Team</b>				
<b>Hunter Central Coast</b>	Newcastle	Corinne Thompson	0408 427 015	corinne.thompson@transport.nsw.gov.au
<b>New England</b>	Newcastle	Michael Papadopoulos	0438 640 685	michael.papadopoulos@transport.nsw.gov.au
<b>North Coast</b>	Grafton	Brad Crispin	0428 741 088	bradley.crispin@transport.nsw.gov.au
<b>South Precinct Team</b>				
<b>South East Coast</b>	Wollongong	Fiona McLauchlan	0242 212 565	fiona.mclauchlan@transport.nsw.gov.au
<b>South East Tablelands</b>	Wollongong	Vanessa Wilson	0436 447 547	vanessa.wilson2@transport.nsw.gov.au
<b>Riverina Murray</b>	Wagga Wagga	Joanne Cheshire	0427 047 121	joanne.cheshire@transport.nsw.gov.au
<b>West Precinct Team</b>				
<b>East</b>	Parkes	Sharon Grierson	0418 440 244	sharon.m.grierson@transport.nsw.gov.au
<b>Central West</b>	Parkes	Jacqueline Anderson	0417 278 882	jacqueline.anderson@transport.nsw.gov.au
<b>Far West</b>	Dubbo	Belinda Roberts	0438 203 214	belinda.roberts@transport.nsw.gov.au

